

CARVER COUNTY LIBRARY
BOARD POLICY

Section: LB 25
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FINES AND FEES FOR SERVICE

Date Approved: 09/11/2018
Previous Policy Dated: 9/8/2015
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The Carver County Library System serves the public good of all residents of the County providing free and open access to information. Primary funding for library services comes from property taxes. There is no charge to access the library's collection or to obtain basic services.

Fees and fines rates are set at the level that is appropriate to their purpose:

1. secure timely return of collection materials, and
2. recover the cost of providing special services.

Basic fines and fee rates are standard throughout the Carver County Library System although rates may vary depending on:

- Format of material
- Age level classification of the material
- Characteristics of library users, such as disabilities, which may limit opportunities to borrow or return materials
- Profit/nonprofit status of groups using meeting rooms

Local library staff allows exceptions to fine and fee schedules in cases of hardship, illness, and other individual circumstances. Patrons who are prevented by a permanent or temporary disability from access to or normal use of library or library materials may apply for fine exemption. This includes individuals or groups served through homebound or other library outreach services. Materials lost, damaged, or not returned may still be subject to charges.

Some services may be provided on a cost-recovery basis, passing the cost on to the user. Examples of fines and fees that may be appropriate:

- Services that are a convenience to users such as photocopying and faxing
- An enhanced level of service such as research and specialized workshops
- Service that otherwise might not be available such as access to microfilm from another location where fees are charged to the library
- Consumable supplies such as paper
- Services for non-Minnesota residents

- Lost, damaged, or late-returned library materials
- Control of the use of limited resources such as rent a best seller program
- Maintenance of the collection and library space intact and in good repair
- Audiovisual equipment used in non-library meetings

The Library Director reviews the fines and fees schedule each year and makes recommendations regarding adjustments to the Library Board. The Director also regularly determines the propriety of projects designed to generate new revenue. The Library Board evaluates these recommendations and forwards their endorsement or recommendations of approval of changes to the Board of County Commissioners for final disposition.