

Seward Community Library & Museum FINES and FEES

Fines have traditionally been used to encourage patrons to return library materials in a timely manner. Studies show that overdue fines are not effective in encouraging the timely return of library materials, but instead become a barrier that prevents some individuals and families from accessing library resources. In 2020 the Seward Community Library & Museum joined libraries across the country by becoming a fine free library.

Guidelines

- Although the Seward Community Library and Museum does not charge fines for overdue materials owned by our library, borrowed items should be renewed or returned by the end of the loan period.
- Other libraries in the Alaska Library Catalog (ALC) may still charge fines for overdue items.

Overdue Procedure for Seward Library Items*

- Patrons will receive separate overdue notices when items are 3, 10, and 20 days overdue.
 - Items that are 30 days overdue will be assumed lost, and replacement costs plus a \$5 processing fee will be charged to the cardholder's account.
- *Other libraries in the Alaska Library Catalog have different fine schedules, overdue notice systems, and replacement procedures. Items are subject to the policies of the owning library.

Damage Fees & Procedure

- If library materials are irreparably damaged or lost, replacement costs plus a \$5 processing fee will be charged to the cardholder's account.
- See 04.02.01 Fines and Fees Schedule for specific replacement fees.

Waiving Fees

- The library may waive some fees at the discretion of the City Librarian.
- Fees will typically be waived due to personal hardship such as medical or family emergencies.

Approved by Library & Museum Director:
03-30-2022