



## Taber Public Library Policy Manual

### General Policy: Overdue Fines

#### PURPOSE:

To ensure patrons fines are collected in a timely manner.

#### POLICY:

It is the policy of the Taber Public Library that all outstanding patron overdue fines are to be paid at the time of renewal of library membership. Any exceptions will be noted under "Guidelines".

#### GUIDELINES:

1. In accordance with guidelines as set out by Chinook Arch Regional Library System patrons who have fines in excess of \$20.00 are prohibited from using their card unless fines are paid up in full, or brought under \$20.00.
2. At time of membership renewal all outstanding overdue fines shall be collected with the following exceptions:
  - \* if patron is unable to pay outstanding amount, then a re-payment schedule will be implemented that is agreeable to both parties
  - \* items may be taken out as long as schedule is adhered to
  - \* a note will be placed on the patron's file and will remain until the fine is paid off
3. Mail out notices will be sent as required.

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