



NAMBUCCA SHIRE COUNCIL LIBRARY MANAGEMENT FINES AND FEE WAIVING POLICY NO: G 16

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1.0 Policy objective

To establish guidelines for staff when dealing with customer requests to reduce or waive library fines and charges.

This policy outlines the criteria under which requests for the reduction or waiving of library fees and charges can be made and the circumstances under which requests will be considered. Generally charges will only be reduced or waived as a result of extenuating or unforeseen circumstances such as accident, illness or disaster. This policy enables library staff to make decisions based on individual customer circumstances and provides for staff to refer more complex requests to a supervisor where necessary.

2.0 Related legislation

Local Government Act 1993
NSW Library Act 1939
NSW Library Regulation 2010

3.0 Definitions

Borrow	Use of a library item, with an obligation to return it by the due date without damage; includes use of public access computers
Charge	An amount applied for lost or damaged items
Due Date	Refers to the date recorded by Nambucca Shire Council Libraries when a lent item is required to be returned to the Library
Fee/Fine	An amount applied for overdue items
Item	Refers to any article regardless of physical form, that is part of the Library collection; includes books, magazines, videotapes, CDs, DVDs, cassettes or any other recorded material; microfilm, microfiche, toolkits
Library	Refers to the Nambucca Shire Council branch libraries at Macksville or Nambucca Heads
Library Member	Shall mean a person who has been issued a library card and is entitled to borrow items from the library for which they may incur fines or charges

4.0 Policy Content

Principle

Council recognises there are cases requiring respect and compassion in special circumstances. This policy establishes guidelines for applying the principles of fairness, integrity, confidentiality and compliance with statutory requirements.

4.1 *Waiving of Overdue Fines*

Overdue fines may be waived on the following grounds:

- i Serious illness or death of library member or a member of their family
- ii Accident involving library member or a member of their family
- iii Presentation of Medical Certificate or Statutory Declaration
- iv Disasters such as flood, fire
- v When a lost or damaged item charge has been paid, outstanding overdue fines on that item will be waived.

There may be additional grounds under which the reduction or waiver of overdue charges may apply. Staff will consider individual circumstances and the member's explanation.

4.2 *Waiving of Lost/Damaged Charges*

Lost/Damaged charges may be waived on the following grounds:

- 1 Natural Disaster
- 2 Stolen Library Card

4.3 *Library Overdue Fines*

A maximum charge will apply for overdue fines only. The maximum charge is reached when the item is 4 weeks overdue. It is then deemed lost. There is no maximum charge limit for lost/damaged items. Once the maximum amount of fines is reached the Library Management System prevents a borrower from borrowing or reserving items (this includes use of public access computers) until the full amount owing has been paid.

4.4 *Reduction or Waiving of Inter Library Loan Charges*

Inter Library Loan (ILL) charges will be waived if the request has been altered so that a charge no longer applies. This may occur where the request has been altered to a "suggestion for purchase" request, a reservation, or a combined ILL request in the case of a two part title.

4.5 *Procedures*

- 4.5.1 Customers are responsible for the library materials borrowed on their cards and are expected to return materials in a timely manner.
- 4.5.2 The waiving of fines and fees is an unusual circumstance. Customers who have had large amounts of fines or charges waived or reduced, either as a single act, or over a period of time, may be denied further service.
- 4.5.3 When dealing with all fines and charges, staff should remind borrowers of the various methods available to avoid fees, ie. renewing items in person, by phone, or online.

- 4.5.4 Upon waiving a fine or charge, staff must record in the library's computer system that a fine or charge was waived, the location, amount waived, reason for the waiver, and the staff member's name.

5.0 Related Procedures or Documents

Nambucca Shire Council Fees and Charges
Nambucca Shire Council Operational Plan

6.0 History

Department:	Community Development	Last Reviewed	Resolution Number
Policy Category	Organisational Policy	Jan 2019	
Endorsed By:	General Manager		
Approval Authority	Council		
Policy Owner	Manager Community Development		
Contact Officer	Senior Librarian		
Document No.	46127/2018		
First Adopted	16 May 2012		
Resolution No:	3391/2012		
Review Date:	January 2023		