



## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091  
PHONE: (907) 373-9050  
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INFORMATION MEMORANDUM NO. 96-19

### OVERDUE FINES FOR LIBRARY MATERIAL

July 16, 1996

FROM: Mary Ellen Emmons, Library Director *MEE*  
THROUGH: Mayor John Stein

Attached is a copy of Administrative Policy No. 96-07 for your information. City Code enables the collection of overdue fines for library material, and this policy specifies the fine amounts and collection schedule.

Currently, Wasilla Public Library collects overdue fines for videos and a \$2.00 fee *per patron* for items overdue more than 3 weeks. The late return of library material has steadily increased over the years, resulting in higher costs for notification and reduced access to resources by other patrons. The Palmer Public Library began daily fines (25 cents) in 1992, after a drastic budget cut. The Matanuska Susitna Borough libraries will be collecting fines according to the same schedule outlined in the attached policy.

Public notice of this policy will begin on July 23 with signage, bookmarks to each patron checking material out, and announcements in the local newspaper. Patrons are being urged to return all late material prior to September 1, since the fines will calculate on a retroactive basis. Library staff are being instructed to allow for a transition period during the first two months, allowing patrons every benefit of knowing about the new policy.

The Palmer and Matanuska Susitna Libraries agree to honor the fines of all network libraries, and a reciprocal collection system is being established.



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### ADMINISTRATIVE POLICY NO. 96-07

### OVERDUE FINES FOR LIBRARY MATERIAL

Effective September 1, 1996, the Wasilla Public Library will begin charging fines for all material returned after the due date. The purpose of the fine is to encourage users to return borrowed material in a timely manner, allowing other patrons access to limited resources.

Fines on overdue material will be calculated at the rate of 20 cents per item per day until the material is returned, to a maximum amount of \$4.00 per item. There is a three-day grace period during which time overdue material may be returned without a fine. (On the fourth day after the due date the fine will be 60 cents. )

If library material is not returned within 30 days after the due date the price of the material plus a processing fee of \$2.00 per item plus the accrued overdue fines per item will be charged to the patron.

### LOST AND DAMAGED MATERIAL

Patrons are responsible for any material checked out to them which is lost or damaged. Patrons will be charged the replacement cost of the material plus a \$2.00 processing fee for each item.

APPROVED:

John C. Stein, Mayor

July 18, 1996

Date

ATTEST:

Marjorie D. Harris, CMC  
City Clerk