



FEES POLICY

Adopted 07/14/2021

As a tax-funded rural library district in the State of Washington, the Jefferson County Library District provides library services free of charge and recognizes the barriers to access created by monetary fines and fees. The District is a fine-free institution and does not assess fines on materials that are returned after their due date. There are, however, instances where fees may be charged. This policy provides direction for charging fees within the Jefferson County Library District.

- JCLD may charge for the replacement costs of lost and damaged material.
- JCLD may charge for photocopying and printing services.
- JCLD may charge interlibrary pass-through charges if material may not be obtained otherwise.
- JCLD may charge non-refundable fees for non-sufficient funds/returned checks.
- JCLD will actively pursue the return of library materials and payment of fees.
- JCLD may waive some fees for library patrons who have experienced bankruptcy, fire, hospitalization or similar emergencies, or theft. Patrons may be asked to provide supporting documentation and appeals may require administrative review. Authorized staff will apply fee waivers equitably in accordance with established practices.
- A refund of fees may be issued when a lost item has been paid for, then is recovered and returned in usable condition within six months of the loss.
- Inactive JCLD patron library accounts owing less than \$100 in JCLD fees, and no additional fees to consortium members, are purged after three (3) years and the library accounts are deleted from the database. JCLD patron library accounts that have been inactive for over six (6) years are purged and the library account deleted, regardless of accrued fees to JCLD or any consortium library. (See Washington State Statute of Limitations on Debt Collection, [RCW 4.16.040](#))
- The Library Director is authorized to establish and enforce reasonable limits and fees and will inform the Board of Trustees of changes.