



## **POLICY: Fines and Fees Policy**

### **I. Purpose and Scope**

To outline and define the Fines and Fees policy for circulation of Marriott Library items.

### **II. Definitions**

- a. **Fine:** a monetary amount incurred for items that have been returned past their due date. Money collected as a fine is paid to the University of Utah, not to the Marriott Library.
- b. **Lost Item Processing Fee:** a fee that reflects the cost to process an item in the Marriott Library's collection. This includes but is not limited to, ordering a new item, adding Library markings to an item, adding a barcode, and adding or updating the item into the catalog.
- c. **Lost Item Replacement Fee:** a cost to replace or lost items. Lost Item Replacement Fees reflect the actual or average cost of replacing particular items.
- d. **Recall:** a patron physical item request that is made on an item that is currently on loan to another library patron and truncates the loan period to be 14 days.
- e. **Replacement Item:** a well-cared-for item that has seen limited use and is complete, unmarked, and undamaged, but may show some limited signs of wear consistent with the item that is being replaced. The item must be capable of being circulated in the same way as the original item. In some cases a newer edition or enhanced item would be acceptable.
- f. **Damage:** the intentional or neglectful misuse of library materials altering the condition of the material or rendering an item unusable for other patrons use. This includes, but is not limited to, water damage, mold, pest infestation, odor, burned, missing pages, broken, damaged by animals, or torn.

### **III. Policies and Responsibilities**

- a. **Overdue Fines and Fees**
  - i. **General Circulating Collection Books, Documents and Multimedia Materials:**
    - 1. **For an overdue item:**
      - a. there are no overdue fines charged (see Recalls)
      - b. Patrons are charged a \$10.00 lost item processing fee and a lost item replacement fee after 30 days past the due date.
      - c. Alternately, you may purchase a replacement for the item if it is in good condition and the same edition, or newer, as the lost item.
      - d. Patrons may be charged a \$10.00 lost item processing fee and up to the full lost replacement fee for damaged material.
  - ii. **Knowledge Commons Technology and Equipment:**
    - 1. *For an overdue item valued at \$200.00 or greater:*
      - a. Patrons are charged a \$2.00 per day fine, up to \$50.00.
      - b. Patrons are charged a \$10.00 lost item processing fee and a lost item replacement fee after 3 days past the due date.



- c. Alternately, you may purchase a replacement for the item if it is in good condition and the same edition, or newer, as the lost item.
      - d. Patrons may be charged a \$10.00 lost item processing fee and up to the full lost replacement fee for damaged material.
    2. *For an overdue item valued from \$80.00 to \$199.99:*
      - a. Patrons are charged a \$1.00 per day fine, up to \$25.00.
      - b. Patrons are charged a lost item replacement fee after 3 days past the due date.
      - c. Alternately, you may purchase a replacement for the item if it is in good condition and the same edition, or newer, as the lost item.
      - d. Patrons may be charged a \$10.00 lost item processing fee and up to the full lost replacement fee for damaged material.
    3. *For an overdue item valued at less than \$80.00:*
      - a. Patrons are charged a lost item replacement fee after 3 days past the due date.
      - b. Alternately, you may purchase a replacement for the item if it is in good condition and the same edition, or newer, as the lost item.
      - c. Patrons may be charged a \$10.00 lost item processing fee and up to the full lost replacement fee for damaged material.
  - iii. **Open Reserve Material:**
    1. Patrons are charged an overdue fine of \$2.00 per day, up to \$50.00.
    2. Patrons are charged a lost item replacement fee after 3 days past the due date.
    3. Alternately, you may purchase a replacement for the item if it is in good condition and the same edition, or newer, as the lost item.
    4. Patrons may be charged a \$10.00 lost item processing fee and up to the full lost replacement fee for damaged material.
  - iv. **ILL Material:**
    1. Patrons are charged an overdue fine of \$1.00 per day, up to \$50.00.
    2. Patrons are charged a lost item replacement fee at the point that the material is declared as lost by the lending institution.
  - v. **Recalled Material:**
    1. Patrons are charged an overdue fine of \$1.00 per day, up to \$25.00.
    2. Patrons are charged a \$10.00 lost item processing fee and a lost item replacement fee 30 days past recall due date.
    3. Alternately, you may purchase a replacement for the item if it is in good condition and the same edition, or newer, as the lost item.
  - b. It is the responsibility of the borrower to note the time or date that their materials are due. Overdue notices are sent as a courtesy. Failure to receive these notices does not remove the borrower's obligation to return material by the due date, nor does it constitute grounds for reducing a borrower's fines.
  - c. Due dates for library material that fall during a library closure will be moved to the end of the next open library day.



- d. It is the responsibility of the borrower to note any existing damage to library material and bring it to the attention of a library employee as to not incur a fee.
  - e. Fines over \$50.00 will result in a suspension of borrowing privileges.
  - f. Unpaid library fines and/or fees will result in holds placed on a patron's University record.
  - g. The failure to timely pay library fines and/or fees may also result in referral to the Dean of Students, University Administration, University Police, or a collection agency. In such circumstances, the patron will be responsible for all fines and/or fees incurred as well as all costs to collect the unpaid fines and/or fees, including attorney's fees.
  - h. The Library reserves the right to refuse access and borrowing privileges to any person who fails to observe the Marriott Library's Borrowers Responsibilities and the Marriott Library's Patron Policies & Responsibilities.
  - i. Fines and/or fees for library material may be paid at either the level 1 or level 3 Information & Security desk or over the phone at 801-581-8558, or at the Knowledge Commons desk or over the phone at 801-581-6273.
  - j. ILL fines and/or fees may be paid at either the level 1 or level 3 Information & Security desk or over the phone at 801-581-8558, or over the phone with the ILL department at 801-581-6010.
  - k. Fines and fees for Marriott Library material may be reviewed on a case-by-case basis. Petition for exception, with compelling reason may be considered by the Marriott Library's Information Services & Circulation Coordinator or their designee.
- IV. Policy References**
- a. [Marriott Library Borrowers Responsibilities](#)
  - b. [Marriott Library Patron Policies & Responsibilities](#)
- V. Policy Owner**
- a. Library Facilities, Security & Information Ian Godfrey, Scott Bigler, Alex Anderson
- VI. History**
- a. Policy approved by:
    - i. Executive Committee: March 25, 2019

Note: Policies should be reviewed at minimum every three (3) years.