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A RESOLUTION 22-88 FOR A SCHEDULE OF FINES AND FEES FOR LIBRARY MATERIALS

WHEREAS, Library items are returned damaged and/or with missing parts; and

WHEREAS, Section 3.3 of the Library Fines and Fee Policy states “Lost, damaged, or items returned will incur the related fees according to the Roswell Public Library Fee schedule.”

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY, THE CITY CIL OF ROSWELL, NEW MEXICO THAT THE FOLLOWING SCHEDULE OF FINES EES FOR THE ROSWELL PUBLIC LIBRARY ARE NOW:

- Damages to a book – book will be examined by Library staff. If item may be repaired, there will be no charge. If the book is damaged beyond repair, the charge is for the original cost of the item that is noted on the catalog record. If there is, no note on the catalog record, Library staff will refer to Books in Print, Publisher Website or Amazon to determine the replacement cost. If the book is not in print, cost is based on the item format as determined by the most recent “School Library Journal” Annual book prices article.
- Missing or damaged CD – charge is for the original or replacement
- Lost Audiobook – charge is for the original or replacement
- Lost Book - Charge is for the original cost of the item that is noted on the catalog record. If there is, no note on the catalog record, library staff will refer to Books in Print, Publisher Website or Amazon to determine the replacement cost. If the book is not in print, cost is based on the item format as determined by the most recent “School Library Journal” Annual book prices article.
- Lost CD – charge is for the original or replacement
- Lost DVD – charge is for the original or replacement
- Lost Hotspot case – charge is for the original or replacement
- Lost Hotspot cord – charge is for the original or replacement
- Lost Hotspot device – charge is for the original or replacement
- Lost magazine – charge is for the original or replacement.
- Lost Playaway – charge is for the original or replacement.
- Lost items from Hobby Kits – charge is for the original or replacement.

- 47 • Processing fee of \$25.00 for each item which is 49 days overdue.

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49 PASSED, ADOPTED, SIGNED and APPROVED this 9th day of March, 2023.
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Timothy Z. Jennings, Mayor

ATTEST:

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Amalia Martinez, City Clerk

**City of Roswell Policy**

Effective Date: July 12, 2018

Revision Dates: March 9, 2023

Policy Name: Library Fines and Fees

Policy Number: LB0002

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1.0 Purpose:

As a gateway to knowledge and culture, the Roswell Public Library plays a fundamental role for the citizens of Roswell and Chaves County. The resources and services we offer create opportunities for learning, support literacy and education, and help shape the new ideas and perspectives that are central to a creative and innovative society. To do this effectively the library purchases, catalogs, maintains, and circulates materials. To ensure that materials remain available to the greatest number of people in our community, fees are assessed to replace library materials and additional fines are assessed on materials which are not returned.

2.0 Definitions:

- 2.1 Blocked: The system generated notice which prevents a circulation action.
- 2.2 Fees: Funds collected from the patron for items which are damaged, lost or not returned.
- 2.3 Interlibrary Loan: Materials borrowed from another library by the Roswell Public Library at the request of a library patron.
- 2.4 Library Card in Good Standing: A Library patron's account in which the address is valid and fees or fines have a zero balance. A person may have only one Library card from the Roswell Public Library.
- 2.5 Library Materials: Circulating items such as books, DVDs, CDs, audio books, or any other items which are borrowed through the Roswell Public Library.
- 2.6 Not Returned: Library materials which are 49 days overdue.
- 2.7 Reference Materials: Non-circulating items such as books which may not be borrowed through the Roswell Public Library.

3.0 General Guidelines:

- 3.1 Overdue notices will be sent to the patron when items are at least 14 days overdue.
- 3.2 An invoice will be sent to the patron when the items are at least 49 days overdue.
- 3.3 Lost, damaged, or items not returned will incur the related fees according to the Roswell Public Library Fee Schedule.
- 3.4 Minors whose library borrowing privileges have been blocked will be unblocked when they are 18 years old.

4.0 Loss of Library Borrowing Privileges

- 4.1 If Library notices are returned with change of address, Library borrowing privileges will be blocked until the patron verifies a new address.

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- 4.2 When an item is overdue the patron may be verbally notified by Library staff.
- 4.3 Library borrowing privileges will be curtailed when an item is 28 days overdue.

5.0 Interlibrary Loan

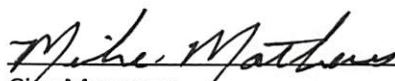
- 5.1 Library materials borrowed from another library on behalf of the patron will follow the fee and fine policies of the loaning library.
- 5.2 Library materials loaned to another library on behalf of their patron will follow the fee and fine policies of the Roswell Public Library.

6.0 Outstanding Charges Write-Off Parameters:

- 6.1 Outstanding charges owed to the Roswell Public Library will be reviewed annually and a debt write-off resolution will be authorized by the Roswell City Council for outstanding charges that are 5 years old or older, but patron's library borrowing privileges will remain blocked until all fines and/or fees are paid.

Approved as
to Form:
City AttorneyDate: 3/16/23

Policy Approved:


City ManagerDate: 3.16.23

Council Ratification

Date: March 9, 2023