

FAIRPORT PUBLIC LIBRARY
Fines and Fees Waiver Policy

Accumulated fines and fees on library patron records may not be waived or otherwise modified by any library employee without specific authorization to do so by one of the following:

Librarian on duty at the reference desk
Clerk on duty at the circulation desk
Clerical Supervisors
Library Director and Assistant Directors

The conditions under which such records may be modified include:

- Correction of erroneous fines or fees
- Negotiation of a payment schedule designed to return a “delinquent” borrower to “good” status provided that such patron does not have a documented history of abusing library-borrowing policies.
- Extenuating circumstances that, in the judgment of the above mentioned authorized individuals, were beyond the control of the patron and which would otherwise result in financial hardship for the library patron.
- Extenuating circumstances where, in the judgment of the above mentioned authorized individuals, it would be in the best interest of the Library to waive fines or fees.

Information on any and all fines or fees waived under this policy, including the amounts and the corresponding patron information, shall be recorded in a manner prescribed by the Fairport Public Library Budget Committee and forwarded to the Library Director. The Library Director shall monitor such fine waiver activity.

This policy shall pertain to all library patron categories except library staff, which are covered under a separate policy.

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015