

Fines and Fees Policy <i>Approved by Library Advisory Board: [DATE]</i> <i>Updated and approved by Library Advisory Board: [DATE]</i> <i>Review Date: June 26, 2026</i>	
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Purpose

Whereas libraries exist to enrich their community and strive to provide stress-free and open access to all our patrons, the City of Wolfforth Library is adopting a fine-free policy with regard to the majority of our checkout materials.

Libraries across the nation have demonstrated that imposing late fees on patrons is not an effective deterrent to the return of late materials. Instead, it commonly creates barriers for youth or may cause patron guilt, making Library use less likely. We strive to overcome these barriers and increase access to our patrons, trusting that our show of good faith will encourage patrons to return materials in a timely manner.

Any person who shall fail to return in undamaged condition any book or Library material belonging to or originally borrowed from the custody of the Library shall be responsible as herein provided:

A. Fines

The City of Wolfforth Library does not charge fines for overdue materials. However, patrons are expected to return materials by their due dates to ensure that all Library users have equitable access to materials

All books, audiobooks, and DVDs will have no daily late fines incurred. However, no new materials may be checked out until all overdue materials are returned. While traditional fines will not accrue, a replacement cost will be charged if an item is not returned within a reasonable time. For books and materials that are checked out for two weeks, after 30 days past due, the patron's account will automatically incur the full replacement cost of the item. For DVDs and items that are checked out for one week, 15 days past due, the patron assumes the full replacement cost of the item. It is at the discretion of Library staff to determine if special circumstances allow replacement fines to be waived if items are returned after these designated periods. Once paid for, materials are the property of the patron and replacement fees will not be refunded.

Patrons with charges for items that have not been returned in the period listed in the previous paragraph will have their account blocked until related fees have been paid or have been satisfactorily worked out with the Library director/Library staff.

If an item is late due to being lost or damaged, patrons should notify the City of Wolfforth Library of the items' status. Librarians will work with patrons to extend due dates (when possible and within reason) for missing items. Replacements may be accepted for lost or damaged items if:

1. The Library has been notified within a reasonable amount of time
2. The replacement is in "new" condition and matches the description of the item lost/damaged (i.e. hardcover, paperback, large print)

The City of Wolfforth Library is a fine free Library with the exception of circulating makerspaces and technology devices. The overdue fines for these items will be \$3 per day, per item and will include a \$10 processing fee if the item is lost or damaged.

Overdue Notices:

An email/ text reminder will be sent 3 days prior to an item being due, and reminder emails/texts will be sent 3, 7, and 14 days after the due dates. A late letter will be mailed when item(s) have reached 28 days past due. To ensure you receive these notices, please make sure we have up-to-date contact information attached to your account. Not receiving Library notices does not negate the patron's responsibility for returning Library items.

Holds:

We are confident that our patrons will strive to continue returning Library materials in a timely manner. When items with holds have not been returned on time, Library staff will make an effort to contact patrons with the items checked out to ensure timely access to desired items.

Prior Late Fines:

All late fines existing before the adoption of this policy will be waived. Lost/damaged item charges will remain.

B. Fees for Lost Library Cards:

The initial Library card will be provided to the patron at no cost. Should the initial card need to be replaced, there will be a \$3.00 fee for each new card issued.

C. Damaged Materials:

If items are returned in damaged condition that requires them to be repaired or replaced, repair costs and/or replacement costs are the responsibility of the patron. Makerspace and technology items will include a \$10 processing fee in addition to the cost of the item. Please refer to the Library Fees and Charges Schedule.

D. Item Replacement Options:

Patrons are always welcome to purchase a new copy of the exact title they damaged and donate it instead of paying the fine, but it must be the exact format/ quality. A paperback copy CANNOT replace a hardback. NO EX-LIBRARY BOOKS will be accepted as replacements.

If a patron wants to replace a makerspace kit or circulating technology (including Tonie characters) it must be NEW. If they bring a replacement, we will waive the \$10 fee.

City of Wolfforth Library Fees & Charges Schedule

General Library Fees

Service	Fee
Replacement Library Card	\$3.00
Fax	\$1.00 per page
Black & White Copies (single or duplex)	\$0.25 per page
Returned Mail	\$1.00 per item
Credit/ Debit Card Processing Fee	3% of transaction

Meeting Room Fees – Large Room

User Type	Half Day (1-4 hours)	Full Day (4+ hours)
Government Entities	No Charge	No Charge
Homeschool Groups	\$8.75	\$17.50
Non-Profit Organizations	\$17.50	\$35.00
Private/ For-Profit	\$35.00	\$70.00

Meeting Room Fees – Small Room

User Type	Half Day (1-4 hours)	Full Day (4+ hours)
Government Entities	No Charge	No Charge
Educational/ Career Development*	\$8.75	\$17.50
Homeschool Groups	\$8.75	\$17.50
Non-Profit Organizations	\$8.75	\$17.50
Private/ For-Profit	\$17.50	\$35.00

Private reservations for educational or career development purposes are available at no charge for reservations of two (2) hours or less. Examples include studying, taking exams, virtual interviews, or one-on-one tutoring for individuals or small groups of five (5) or fewer. The Library Director has final approval and discretion regarding eligibility.

Circulating Makerspaces & Technology (Library of Things – LoT)

Item	Base Fee +	% of Item Value	% New Item Value (<12 months)
Daily Overdue Fine	\$3.00	N/A	N/A
Lost/ Damaged (unusable) LoT Processing Fee	\$10.00	100%	100%
Broken LoT Case/ Bag/ Tote	\$10.00	N/A	N/A
Damaged LoT (item functions and is usable)	\$1.00	15%	20%
Damaged LoT (parts or pieces need replaced/ repaired but still usable)	\$1.00	35%	40%

If a patron wants to replace a makerspace kit or circulating technology (including Tonie characters) instead of paying the fine, it must be NEW and the exact format/ quality. If they bring a replacement, we will waive the \$10 processing fee.

Damaged Materials Fee Schedule

Item	Base Fee +	% of Item Value	% New Item Value (<12 months)
Torn page (includes patron's taping pages)	\$1.00	10%	20%
Multiple torn pages (including patron's taping pages)	\$2.00	15%	25%
Torn cover	\$2.00	20%	40%
Bent hardcover corner	\$1.00	10%	20%
Chewed corners (still readable)	\$2.00	20%	40%
Liquid damage (still readable)	\$2.00	20%	40%
Sticky/ dirty covers or pages (new books only)	\$2.00	N/A	10%
Excessive sticky/ dirty/ stained cover or pages (all items)	\$2.00	10%	20%
Pen/ color marks - single page	\$1.00	5%	10%
Pen/ color marks - multiple pages	\$2.00	20%	40%
Damage to processing (removing tape or labels)	\$3.00	N/A	N/A
Broken spine	\$2.00	20%	40%
Broken DVD case	\$1.00	N/A	N/A
Broken audiobook case	\$2.00	N/A	N/A
Audiobook/ DVD left in drop-box	\$2.00	N/A	N/A

The Library is fine-free for standard overdue materials. Replacement charges apply when materials are not returned within the timelines established in the Fines and Fees Policy. Books have a 2-week checkout. Replacement costs are assessed after 30 days overdue. DVDs have a 1-week checkout. Replacement cost assessed after 15 days overdue.

Patrons are always welcome to purchase a new copy of the exact title they damaged and donate it instead of paying the fine, but it must be the exact format/quality. A paperback copy CANNOT replace a hardback. NO EX-LIBRARY BOOKS will be accepted as replacements.

If you have any questions, comments, or concerns regarding fines and fees, please contact the City of Wolfforth Library at 806-855-4150