



## **Fine-Free Policy**

### **A. Purpose**

To make the library more equitable, the Jeffersonville Township Public Library (JTPL) is a fine-free library. Eliminating fines ensures that all people have free access to library materials and resources, encouraging the pursuit of life-long learning.

### **B. Goals for a Fine-Free Library**

1. To conform with current fine-free trends in a digitally advanced world
2. To increase access and encourage prior users to come back to the library and attract new users to utilize the resources and services the library offers
3. To remove barriers that prevent patron usage due to fines that could accrue
4. To improve customer service and the patron's overall library experience
5. To model our neighboring libraries, which have changed their policies and are now fine-free

### **C. Fine-free Guidelines**

1. All Jeffersonville Township Public Library owned materials will no longer generate overdue fines.

### **D. Fee Guidelines**

1. Fees for lost materials
  - a. Materials that are 20 days overdue from the original due date are declared "LOST," and the patron will be billed for the item.
  - b. The patron is required to pay the replacement cost and associated \$4.00 processing fee(s) per lost item.
  - c. If a lost item is returned, the replacement cost and processing fee will be removed from the account.
  - d. If a patron locates a lost item after paying for it, a refund will be issued for the replacement cost and associated processing fee.
    - i. The request must be made within **30 days** of the payment.
    - ii. Patrons who request a refund must provide the original receipt that was issued by the library at the time of payment.
2. Fees for damaged materials
  - a. Patrons will be charged for items that are returned damaged and declared unsuitable for the collection.
  - b. The patron is required to pay the replacement cost and associated \$4.00 processing fee(s) for the damaged item(s).
3. A minimum fee of 35 dollars will be charged for lost or damaged materials obtained through Interlibrary Loan from other public libraries.
4. A fee of one dollar will be charged for a replacement library card.

### E. Courtesy Reminders

1. JTPL will send patrons a courtesy reminder on the following schedule:

| <b>NOTICE</b> | <b>METHOD</b>    | <b>WHEN</b>  |
|---------------|------------------|--|
| Reminder      | By Email or Text | <b>2 days</b> before the due date  |
| Overdue       | By Mail or Email | <b>10 days</b> overdue from the due date                                     |
| Bill          | By Mail          | <b>20 days</b> overdue from the due date. Patron billed for replacement cost |

### F. Patron Responsibilities

1. Patrons who accrued overdue fines with the Jeffersonville Township Public Library before we went fine-free are no longer required to pay those fines.
2. Patrons will no longer accrue a daily overdue fine on late materials. Patrons are still responsible for all borrowed library materials and are encouraged to return all items in a timely manner.
3. Past replacement fees for lost or damaged materials, replacement library cards, and collection agency fees still apply.

Adopted by the  
Jeffersonville Township Public Library Board of Trustees  
on September 17, 2019; updated October 19, 2021