

# **Jay County Public Library**

## **Fines and Debt Forgiveness Policy**

Reviewed October 20, 2023

Adopted November 13, 2023

### **Debt Forgiveness**

1. Library staff may, from time to time, see a need to work with patrons in special circumstances to lower the patron's fines and fees owed. Staff have the leeway to forgive portions of fines and fees incurred by any patron.
2. The library may establish periodic times in which materials are checked in at the front desk with Evergreen set in Amnesty Mode, which will prevent the accrual of fines at the time of the check in.
3. After a period of three years, uncollected fines and fees (despite established collection efforts) may be officially written off as bad debt in a vote by the Library Board of Trustees. Accounts subject to this must have been unused for a period of three years. Fine records will then be permanently purged from the system.

### **Food for Fines Policy**

1. In lieu of fines, the library may from time to time designate a "Food for Fines" period in which patrons donate food items in place of money for their fines.
2. The director shall determine when and how often the program will run including all details regarding types and numbers of items accepted and any other administrative procedure.
3. This program does not apply to: replacement fees for lost or damaged materials, library accounts turned over to a collection agency, card replacement fees, future overdue fines, and any fees that are owed to other Evergreen libraries.
4. Items donated will then be delivered to a food pantry located in the Jay County Public Library service area.