

Policy 7 - Fines and Fees

7.1 GENERAL

- (a) The Springville Public Library assesses late fees to the library account of any cardholder who fails to return or renew library materials by their due date.
- (b) The cardholder is responsible for returning items in a timely manner.
- (c) The Library will attempt to send a courtesy notification of due date via email or text message to help cardholders avoid late fees, but that does not release the cardholder from responsibility for any fines or fees assessed.
- (d) At their discretion, library staff may limit the total fine assessed on any item depending on the item and circumstances.
- (e) The Library reserves the right to restrict the library privileges of any cardholder who refuses to return a book or pay the assessed fine.

7.2 MAKING PAYMENTS: If you have a question about your fines & fees, please contact us before making a payment. Payments may be made in 2 ways:

- (a) IN PERSON - pay by cash or check at the information desk during regular library hours. Payments are also accepted at the checkout machines using a credit or debit card. Bring your library card or a photo ID to access your Library Account information.
- (b) ONLINE - Use your credit or debit card to pay online.
 - (i) Payments are made through your online Library Account. A successful payment will be applied to your Library Account immediately.
 - (ii) Visa, MasterCard, Discover and American Express credit and branded debit cards are accepted.
 - (iii) Credit or debit card payments are not accepted at the circulation desk or by phone.

7.3 LIBRARY FEE SCHEDULE: The amount and applicability of library fees and fines shall be established by the Director in accordance with this policy and published in a separate administrative fee schedule (exhibit B), linked here:

<https://www.springville.org/finance/wp-content/uploads/sites/6/2025/07/FY-2026-Final-Budget.pdf>

7.4 REVISION HISTORY

- (a) Revised and Approved September 18, 2025

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