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Henrietta Public Library
625 Calkins Road
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Policy for Waiving Staff Fines

Scope

The Henrietta Public Library ensures equitable access to library materials for all library users, including library staff. Staff are given the benefit of exemption from library fines provided they follow the same borrowing rights and privileges of non-staff library users.

Policy

Library staff and Trustees will charge out library materials using their own library cards.

Every effort should be made to renew or return items by their due dates, respecting the lending policies of all libraries.

The waiving of fines does not include fine forgiveness for family members, friends, or acquaintances. Staff may waive their own fines with a maximum of \$5 a month.

This benefit does not include lost or damaged item(s) and UMS. The employee must pay full price for the lost or damaged item(s) or purchase a replacement. If sent to the collection agency, staff/trustee are responsible for paying the \$20 UMS collection fee.

Waived fines will be monitored through the LAS Report 55 - Audit Trail Report and reviewed by Henrietta Public Library management once a month. If waived fines are deemed excessive, the amount will be reviewed by the library director.

Adopted April 2017