



### **Policy on Waiving Fines or Fees and Restoring Borrowing Privileges**

The Library Director or his/her designee shall have the discretion to waive fines in extenuating circumstances. Examples include but are not limited to:

- Staff is unable to determine whether the patron or library is at fault regarding an overdue item(s).
- Inclement weather makes it dangerous to travel to the Library. Inclement weather will be defined as circumstances which would warrant school closings.
- The patron or dependent has had a verifiable medical emergency requiring hospitalization or the patron has had a death in the immediate family.

The Library Director or his/her designee shall have the discretion to restore borrowing privileges to a patron and/or waive the cost of overdue materials in extenuating circumstances. Examples include but are not limited to:

- Patron has declared bankruptcy through the U.S. Court of Bankruptcy. Documentation filed with the Court may be required.
- Library materials have been destroyed by natural disaster or stolen and are not covered by insurance. A police report or other paperwork may be required.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved 9/26/95

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