


POL-LIB-2017-03	Issue No:	9/22/16
Prepared by: Elise Vidal	Page 1 of 1	Approved by: 
Amnesty Program Policy		

PURPOSE

Thomas Branigan Memorial Library's mission is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. To alleviate financial hardships on library customers, the amnesty program is used as a means of recovering long overdue library items by waiving overdue fines.

POLICY

- a. An amnesty program will be periodically conducted by the library in an ongoing effort to retrieve long overdue and/or billed library items.
- b. Items returned in good condition during the amnesty period will have overdue fines waived.
- c. Only fines for items returned during the amnesty period will be waived.
- d. All items must be personally returned to a staff person at the circulation desk. Fines will not be waived for overdue items returned in the book drop or through the automatic check-in station during the amnesty period.
- e. Previously paid overdue fines will not be refunded.
- f. Fees for interlibrary loan services and materials will not be waived.
- g. Fees for damaged items will not be waived.
- h. The amnesty event will be announced to the public using local media, library website, Facebook, other library publications, and notices posted throughout the Library.

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Supervisor Elise Vidal	Title: Library Assistant Sr. Kelly Miller
Title: Library Assistant Ryan Roy	Title: Library Assistant Lanee Lujan
Title: Public Member Dolores Tellez	Title: Library Advisory Board, President Ellen Young
Title: Library Advisory Board, Vice- President Jose Aranda	Title: Library Advisory Board, Secretary Susan Pinkerton
Title: Library Advisory Board, Friends Liaison Sue Fletcher	Title: Library Advisory Board Member Sue Patterson
Title: Library Advisory Board, Member Sharon Shoemaker	Title: Library Advisory Board, Member Elsie Ramirez