

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: 20-10-95**

**SECTION: Finance**

**SUBJECT: WAIVING AGED PATRON ACCOUNTS RECEIVABLE**

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**SUMMARY**

This regulation defines the parameters within which aged patron library fines and fees (accounts receivable) may be automatically waived and authorizes the County Librarian to adopt procedures with respect to waiving such fines.

**Effective Date:**

**October 4, 2017**

**DEFINITION OF FINE WAIVER**

a. A fine waiver removes a fine from a patron's account and clears the patron's record of fines owed. The amount owed may include fees owed by the patron pursuant to ARM 20-10-90, "Fee Schedule;" fines, replacement charges, and fees owed by the patron pursuant to ARM 20-10-91, "Overdue, Lost or Damaged Materials Fee Schedule;" and any other fees or charges owed by the patron pursuant to these regulations.

**AUTHORIZATION FOR COUNTY LIBRARIAN TO ADOPT PROCEDURES ON AUTOMATIC WAIVERS**

b. The County Librarian is authorized to adopt procedures for automatic waivers of aged accounts receivable from the Library's Integrated Library System (ILS). Such procedures may include appropriate definitions; rules governing timing of automatic waivers; and procedures relating to reports on aged accounts receivable.

**ELIGIBILITY FOR AUTOMATIC WAIVER OF ACCOUNTS RECEIVABLE**

c. Fines that were billed before 2008 and total \$6 or less will be automatically waived in the Library ILS in 2011. Thereafter, on an annual basis, fines that are older than five years and total \$3 or less will be automatically waived in the Library ILS. When such fines are waived, the debt of the patron to the Library is eliminated.

October 4, 2017

**ARM 20-10-95 End**