

VIKING MUNICIPAL LIBRARY  
POLICY MANUAL  
LIBRARY SERVICES

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Board Approved - Dec. 2001

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**8.0    FINES**

- 8.1    Fines shall be set at \$0.10 per item per opening day of library, i.e. \$0.30 per week.
- 8.2    Fines shall be collected at the circulation desk by staff or volunteers and proper recording procedures shall be followed.
- 8.3    If a patron claims the item was returned, he/she will be asked to check again and the library staff will check the shelves and desk again. If the item does not turn up in the library's collection it will remain the responsibility of the patron to locate and/or replace the item.
- 8.4    Fines may be waived at the discretion of the librarian. In some cases fines may be waived if the item was reported to patron as overdue, but actually was found within the library, or in the case of the death of a patron.
- 8.5    A charge of \$5.00 will be issued to replace a library TAL (The Alberta Library Card) card.