

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 20-10-95

SECTION: Finance

SUBJECT: WAIVING AGED PATRON ACCOUNTS RECEIVABLE

SUMMARY

This regulation defines the parameters within which aged patron library 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

Reviewed:

October 27, 2021

April 13, 2023

DEFINITION OF FEE WAIVER

a. A fee waiver removes charges from a patron's account and clears the patron's record of money owed. The amount owed may include fees owed by the patron pursuant to ARM 20-10-90, Fee Schedule: "replacement charges, and fees owed by the patron pursuant to ARM 20-10-91, -, Lost or Damaged Materials and ILL 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 for overdue library materials that were billed before April 14, 2023 will be automatically waived in the Library ILS. Fees for lost or damaged library materials that were billed on or before April 13, 2017 will be automatically waived in the Library ILS on April 14, 2023. Thereafter, on an annual basis, fees will be automatically waived in the Library ILS on the date of the seventh anniversary of such billing. When such fees are waived, the patron account receivable is eliminated.

Patron accounts receivable, whether consisting of fees or fines, are ineligible for automatic waiver when: (i) subject to a patron's bankruptcy proceeding in which the library has been given notice as a creditor; (ii) the total amount of the patron account receivable is equal to or more than \$600; and (iii) the patron account receivable is for inter-library loan (ILL) materials from other libraries subject to the other library's rules and regulations, as provided in ARM 20-10-91. Upon resolution of any of the

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foregoing factors, the patron account receivable may be waived and eliminated.

April 13, 2023

ARM 20-10-95 End