

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

POLICY TITLE: Authorization to Purge Late Fines and Fees from Library Circulation Records

PURPOSE: The policy defines the conditions under which the Library Director is authorized to purge late fines and fees from circulation records in order to write-off uncollectible accounts.

IMPLEMENTATION: Review of circulation records containing outstanding accounts on an annual basis.

Purge outstanding accounts monthly where card holder has not checked out materials in the previous seven years.

Report dollar amount purged to Library Board on a monthly basis.

Adopted by Library Board:

March 19, 1996

Revised:

March 18, 2008; November 13, 2008,
October 19, 2010 with November 1, 2010
Implementation

Law Department Review:

March 4, 2008; December 4, 2008