



CHECKOUT PERIODS & FEE POLICY

Approved by the Rochester Public Library Board of Trustees on August 17, 2022.

Rochester Public Library (RPL), with a commitment to equity, accessibility, inclusivity, and antiracism, provides free access to library materials. This policy ensures that there are fair and equitable guidelines associated with checkout periods and fees.

Checkout Periods

Checkout periods for library materials are set by RPL staff to support access.

Fines

RPL does not charge overdue fines for late return of materials.

Fees

Fees and the schedule to remove fees are set by RPL staff in consultation with RPL Board of Trustees. Fees include charges for lost or damaged materials.

Library staff remove unpaid fees based on the following schedule:

Adult (Ages 18+) cards:

Fees will be removed and accounts closed after 5 years.

Children's (Ages 0-17) cards:

Fees will be removed and accounts closed after 3 years. When a child turns 18, all fees will be removed.

Visitor and Inaccurate Address cards:

Fees will be removed and accounts closed after one year.

If library fees create a barrier to access, customers may request a library account review through the Request for Library Account Review Form at rplmn.org/accountreview.

Replacement fees for library materials lost or damaged due to extraordinary events, such as house fire, tornado, or flood will be forgiven upon notification through the Request for Library Account Review Form at rplmn.org/accountreview. Events that are not widespread, will require documentation such as a newspaper story, police report, or insurance report. If the customer has insurance, they may reimburse the library for the replacement value of the items.