

**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 a monthly 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

**Affirmed by Library Board:** April 21, 2015

**Law Department Review:** March 4, 2008; December 4, 2008, October 19, 2010