

**LINCOLN CITY LIBRARIES  
LINCOLN, NEBRASKA**

**POLICY TITLE: WAIVING CHARGES**

Charges on customer records that have accrued due to unusual circumstances may be waived by the Library Director or designee based on the following guidelines:

- Error on the library's part.
- Natural or climatological conditions or disasters which impede a customer from accessing the library to return materials by the due date.
- Family tragedy, including death or other such traumatic circumstance.
- One time waiver for up to \$200 for cardholders under seventeen years of age or adult cardholders with charges accumulated when under seventeen years of age.
- Library Director's discretion due to exceptional circumstances, including stolen cards when a Police report has been filed.

If the requested waiver is for \$50.00 or more, regardless of the circumstance, a Waiver of Charges Request form is required.

**Adopted by Library Board: December 20, 2016**  
**Reviewed by Law Department: December 2016**