



LIBRARY COMMISSION AGENDA REPORT

January 6, 2022
Item 4

SUBJECT: REVIEW AND APPROVE THE LIBRARY MATERIALS RECOVERY POLICY

SUMMARY

The Pleasanton Public Library's (Library) existing Fines and Fee Waiver Policy and Library Waiver Policy do not currently reflect the new materials recovery model adopted by City Council in July 2019. To meet the new model and continue to share the library's resources with all members of the community, staff and the Commission's Policy Sub-Committee are proposing a Library Materials Recovery Policy to replace the existing Library Fines and Fees Waiver Policy and the Library Refund Policy.

RECOMMENDATION

Review and approve the Library Materials Recovery Policy.

FINANCIAL STATEMENT

There is no direct financial impact. Currently there is \$1,000 in revenue budgeted for Library materials fees in the Library and Recreation Administration budget #00150100-361531.

BACKGROUND

The existing Library Fines and Fees Waiver Policy (Attachment 1) was approved by the Commission in May 2017 and the Library Refund Policy (Attachment 2) was established and signed by the City Manager in May 2018.

Following the recommendation of the Library Commission, Pleasanton City Council adopted a materials recovery model for the Library on July 16, 2019. The new model amended the Master Fee Schedule to eliminate daily overdue fines (“Fines Free”), introduced the automatic renewal of materials, and retained fees for lost or damaged library items. The Library Borrowers’ Guidelines (Attachment 3) were updated in July 2019, to reflect the Council-approved changes to the Fee Schedule.

In 2021, the Commission’s Policy Sub-Committee identified the need for a Library Materials Recovery policy that would align with the new materials recovery model, provide further information on the process, and incorporate the existing Library Fines and Fee Waiver Policy and Library Refund Policy for ease of use. The Policy Sub-Committee worked with Library staff to develop a Library Materials Recovery Policy that could accomplish these goals.

DISCUSSION

The proposed Library Materials Recovery Policy (Attachment 4) incorporates the Library’s mission and values, and provides detailed information on library loan periods, automatic renewals, member notifications, refunds, fee waivers, damage review processes, and fee recovery timelines. By providing clear details and transparency in the process, the policy aims to remove unnecessary barriers to usage for all members of the community and to increase the access, circulation, and recovery of materials.

To ensure that all members of the community are covered under the Library Materials Recovery Policy, the Library and Recreation Department’s Diversity, Equity, and Inclusion (DEI) workgroup and the City Attorney’s Office reviewed the proposed draft. If approved by the commission, the policy will be professionally translated into multiple languages and posted on the Library website for ease of access.

Submitted by:



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Library Manager

Attachment:

1. Existing Library Fines and Fees Waiver Policy
2. Existing Library Refund Policy
3. Borrowers’ Guidelines
4. Proposed Library Material Recovery Policy