

FISCAL 50.10
Adjusting/Correcting Fines & Fees Policy

I. POLICY

The San Antonio Public Library will make every effort to retrieve materials and collect charges according to the Fines and Fee Schedule as proposed by Library Administration and approved annually by City Council. All procedures associated with this policy will adhere to appropriate financial management standards. Adjustments and corrections, when supported with proper documentation, may be made to patron accounts.

II. GUIDING PRINCIPLE

The Manager In Charge will follow the procedures and guidelines as established by the Library Fiscal Office and the Central Circulation Manager.

for Kathleen Omellan
Ramiro S. Salazar, Library Director