Tempe Public Library cardholders are responsible for all fines/fees associated with their cards. Library staff may use informed judgment to waive fines on a case by case basis when extenuating circumstances warrant (e.g. illness, hospitalization, catastrophic event or hardship).

**Regulation**

- Library staff may use informed judgment to waive fines/fees of up to $30 (this does not include replacement costs for items billed and checked in by the Library check-in system).

- Waiving of fines/fees more than $30 **must** be referred to a Supervisor or the Librarian in Charge.

- Staff may waive up to $30 in fines/fees once every 12 months, per patron.

- Staff members **must** include an explanation of why the fines/fees are waived and their initials in the “Note” field.