



# San Francisco Public Library

100 Larkin Street, San Francisco, CA 94102 - 4733

## **MEMORANDUM**

**DATE:** January 14, 2019

**TO:** Library Commission

**FROM:** Michael Lambert, Acting City Librarian

**RE:** Recommended changes to Library Fines and Fees Schedule

At the Library Commission meeting of January 17, 2019, Library staff will present recommended changes to the San Francisco Public Library Fines and Fees Schedule. Revisions to the Library Fines and Fees Schedule requires action by the Library Commission prior to formal approval by the Board of Supervisors. Proposed changes currently under consideration eliminate overdue fines for all categories of library materials and equipment. Cumulatively these modifications are poised to fundamentally restructure the traditional service model governing the loan of library materials to reflect a more equitable paradigm consistent with the mission and core values of the San Francisco Public Library.

### **Elimination of Overdue Fines**

As outlined in the *Long Overdue: Eliminating Fines on Overdue Materials to Improve Access to San Francisco Public Library* white paper, authored by UC Berkeley Goldman School of Public Policy Fellow, Joseph Monardo, the San Francisco Public Library has partnered with the San Francisco Financial Justice Project to research the impact of overdue fines as a barrier to access and the equitable delivery of public library services. The white paper found that overdue fines restrict patron access, disproportionately affect low-income populations, racial-minority communities and those without college degrees, create conflict between patrons and staff, require an inefficient use of staff time, and do not consistently ensure borrowed materials return to library shelves.

As a result of these findings, the San Francisco Public Library seeks to standardize the Library Fines and Fees Schedule by eliminating overdue fines for all materials and equipment, including:

<ul style="list-style-type: none"> <li>▪ books</li> <li>▪ phonorecords</li> <li>▪ audiocassettes</li> <li>▪ books on tape</li> <li>▪ compact discs</li> <li>▪ magazines</li> <li>▪ cataloged paperbacks</li> <li>▪ uncataloged paperbacks</li> </ul>	<ul style="list-style-type: none"> <li>▪ VHS, DVD, and Blu-ray</li> <li>▪ juvenile materials</li> <li>▪ sheet music</li> <li>▪ orchestral/music sets</li> <li>▪ laptop computer</li> <li>▪ iPad/tablet device</li> <li>▪ peripherals/accessories</li> <li>▪ all types of materials and equipment for Seniors (over 65)</li> </ul>
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### **Summary and Recommended Action:**

The Library Commission is respectfully asked to approve a resolution urging the Board of Supervisors to adopt the ordinance attached, eliminating overdue fines for all categories of library materials and equipment. The Library Commission may choose to amend the resolution based on approval of any or all of the recommended changes.