

# State Library of Western Australia

## LIBRARY MATERIALS DEBT COLLECTION POLICY

### 1. Purpose

The purpose of the policy is to ensure consistent application of write-offs of late payment of fines that is deemed as not being economical to collect.

### 2. Scope

This policy applies to outstanding fines from materials loaned to State Library of Western Australia (SLWA) members directly and through the inter library loans service. It does not apply to outstanding debts from the SLWA's commercial operations (e.g. venue hire, café operations, bookshop etc.).

### 3. Context

Items from the SLWA collections are available for loan to clients directly and through the inter library loans service. Not all library items are available for loan. Rare, valuable or heavy demand items, as well as all materials from the J S Battye Library of West Australian History are available for use only within the State Library building.

As per Treasurer's Instructions, SLWA must ensure stewardship of its assets. Accordingly, a fee shall be charged to clients who lose or damage library materials. Items are invoiced at replacement cost plus an administration fee. Reasonable attempts are made to contact clients to recover unpaid invoices. Clients with outstanding invoices have a block placed on their record so they are unable to borrow further items until all outstanding items are returned or the invoice paid in full.

### 4. Policy Statement

*It is the policy of the Library Board of Western Australia that:*

- *For lost collection items, the SLWA will make reasonable attempts to recover the loaned item(s) or its replacement cost plus an administration fee.*
- *For damaged collection items, the SLWA will make reasonable attempts to recover its replacement cost plus an administration fee.*
- *Once reasonable attempts are made to recover the debt, and the debt is deemed not recoverable, a recommendation will be made to the Library Board to write-off the outstanding debt (in accordance with the provisions outlined in the Financial Management Act 2006 and Treasurer's Instructions).*

### 5. Responsibilities

- The CEO and State Librarian will recommend to the Library Board which debts are to be written-off.
- Chief Finance Officer will provide advice on the management of this policy).
- Team Leader Stack Management will support the implementation of this policy.

## State Library of Western Australia

### 6. Responsibility for this document

Manager Client Services (development, implementation and management of this policy).

### 7. References

*Financial Management Act 2006*

Western Australian Treasurer's Instructions

### 8. Authorisation and Review

First approved	Library Board September 2017
Review date	One year from Board approval
Review date	XTeam October 2019
Approved	Library Board 5 December 2019
CIU File	19/306