

# University Libraries

A destination for research, learning, and friends



## Fine and Cost Policy

The purpose of the fine and cost policy is to encourage the prompt return of borrowed library materials so that they can be available for use by other library patrons. The policy and the library materials to which it pertains are described below.

In general, the policy applies to materials borrowed from the various service areas of Bracken Library and the Architecture and Science-Health Science branch libraries, to recalled materials and to all categories of borrowers: students, faculty, staff, and others. When materials are needed by another borrower, University Libraries send a **Recall Notice** to the current borrower with a new due date, which supersedes the original due date.

A borrower's responsibility does not end until material has been returned and discharged by a library service area. Return receipts are available on request. Please keep in mind that it is also a borrower's responsibility to understand what will occur if borrowed items become overdue, damaged, or lost. Questions should be addressed to library personnel.

Borrowers are expected to respond to all library recall and fine assessment notices. Please report any discrepancies promptly to the library service area from which the material was borrowed.

## General Circulation Materials Overdue or Lost

General circulation materials are materials borrowed for periods of two weeks or more.

A \$5.00 non-refundable fine will be assessed for each general circulation item on the **8<sup>th</sup> calendar day** after the due date. Also, a \$5.00 non-refundable fine will be assessed for each recalled item on the day following the recall due date. **If an item is not returned within 75 calendar days** after the due date (or recall due date), it will be declared lost, and the borrower will be assessed the current replacement cost. Material borrowed from the Library remains the property of the Library even after a replacement cost is assessed and paid.

## Reserve Materials Overdue or Lost

Reserves fines apply to:

1. materials in collections designated as “reserve” in library guides and/or on signs;
2. materials borrowed for specified periods of less than two weeks – two hours, overnight, one day, three days, seven days, etc.

Fines will be assessed for overdue reserve materials at the rate of 25 cents per item per hour, to a maximum of \$24.00 per item. If a reserve item is not returned within **68 calendar days** after the date due, it will be declared lost, and the borrower will be assessed the current replacement cost of the item in addition to the overdue fine. Material borrowed from the Library remains the property of the Library even after a replacement cost is assessed and paid.

## Circulating Equipment from Educational Technology and Resources Collection

### Equipment Overdue or Lost:

The **Reserve Fine Policy** applies to all 4-day and 6-hour circulating equipment:

Fines will be assessed for overdue equipment and material at the rate of **25 cents per barcoded item per hour**, to a maximum of **\$24.00**. If equipment is not returned **within 7 calendar days after the date due**, it will be declared **lost**, and the borrower will be assessed the current replacement cost of the item in addition to the overdue fine. Equipment borrowed from the University Libraries remains the property of the University Libraries even after a replacement cost is assessed and paid.

**Multiple barcoded items are associated with each type of equipment. Therefore, MAXIMUM RESERVE OVERDUE FINES will be assessed as follows:**

Lenovo Laptop	4 barcoded items @ \$24 each = \$96.00
Cannon Camcorder	3 barcoded items @ \$24 each = \$72.00
MacBook	3 barcoded items @ \$24 each = \$72.00
Epson Data Projector	3 barcoded items @ \$24 each = \$72.00
Labtec PC mic	1 barcoded item @ \$24 each = \$24.00
Headphones	1 barcoded item @ \$24 each = \$24.00
Tripod	1 barcoded item @ \$24 each = \$24.00

For fines on equipment not listed, inquire at the Educational Technology and Resources Collections circulation counter (285-5340).

### Damaged Library Materials

Damaged materials will be repaired at the library user’s expense; if damaged materials are

beyond repair, the library user will be charged current replacement costs.

### **Appeal of Fines and Costs**

Appeals of library fines and costs must be initiated within ninety calendar days following the date the borrowed material was due for return to the Library. Appeals of assessments must first be directed to the designated personnel at the service location where the material was borrowed. If unresolved at the service location level, appeals may be continued through successive levels of supervision within the Library's Public Services. If unresolved within the Library's Public Services, appeals may be directed to the University Senate Library Subcommittee. (Staff at the service location will, on request, identify the designated personnel, who will explain the route of appeal.)

Appeals once begun must proceed at the borrower's initiative in a timely and reasonable fashion. If a borrower fails to initiate and pursue an appeal within the prescribed time period, **penalties approved by the Board of Trustees will result.** Appeals made to the Library Committee will be judged on behalf of the University community; the Committee's judgments will be advisory to the Library administration.

### **Theft or Mutilation**

The University Libraries may suspend library privileges and/or seek criminal prosecution or civil sanctions in cases of theft or mutilation of library materials.

### **Payment of Fines and Costs**

Non-refundable fines and costs for replacement of damaged/lost materials are to be paid at the Bursar's Office, LU B-31. If a student does not pay assessed fines or costs, transcripts will be

encumbered. If a University faculty or staff member does not pay assessed fines or costs, the Bursar's Office will pursue collection according to the University's policy on employee delinquent accounts.