

Fine & Fees Policy

University Libraries

University Libraries Materials Fines and/or Charges Policy

Persons borrowing materials from the Library are responsible for returning the materials promptly, taking proper care of the materials, and for paying any fines, charges, or replacement costs that result from overdue, non-returned, or damaged materials.

I. Notices

Notices are sent as a courtesy to any borrower who has overdue material or other charges. Regardless of whether the notice(s) reach the borrower, the borrower is responsible for returning all borrowed material and paying any fines or charges resulting.

II. Material NOT Returned Properly

Borrowed materials must be returned to the proper area. Media materials are to be returned to the area from which they were checked out. All other materials are to be returned to the circulation desk when the library is open and to the book drop outside the library after hours.

III. Responsibility

The person whose ID/library card is used to check out library materials will be responsible for the prompt return of the borrowed material and in the event of overdue, non-returned, or damaged materials, that person will also be responsible for payment of any fines or charges.

IV. Fines and Charges

- 1) All fines and charges are per item.
- 2) Fines for overdue materials are calculated by the library system. Current rates will be posted at the circulation desk.
- 3) Fines on materials returned prior to reaching the maximum fine are to be paid at the circulation desk. Any fines not paid in full by the date advertised near the end of the semester will be charged to the student's account with a \$2.00 processing fee added.
- 4) When the billing notice is issued, the student's account will be charged the replacement cost of each item, the maximum fine for each item and a processing fee for each item.
- 5) Fines and processing/handling charges are non-refundable. Charges for replacement costs may be refunded if the material is returned to the library in good condition and the student's account is still active.
- 6) The replacement cost of damaged or non-returned SBU materials will be the average costs (by subject field) taken from the most recent copy of The Bowker's Annual Library and Book Trade Almanac. Exceptions are:
 - a) For Christian Education Resource Lab materials and Missouri Documents, the replacement charge per item will be \$10.00.
 - b) For file items, such as vertical file, curriculum file, etc., the replacement charge per item will be \$1.00.

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- c) Media materials, equipment and other items not covered above will be charged an actual replacement cost as determined by library personnel.
 - d) Lost or non-returned items that are not SBU materials will be charged a maximum fee of \$120.00 per item.
- 7) At the end of each semester, students have a deadline for returning library materials. Materials which are not returned by this date will be treated as lost items and charged to the student's account in the following manner:
- a) The student will be charged for the replacement cost of each item.
 - b) The student will be charged a non-refundable \$10.00 processing fee for each item.
 - c) The student will be charged a maximum fine for each item. (See current posting for maximum fees.)
 - d) Items returned after charges are sent to accounting will be credited for the replacement cost only. Processing fees and fines are non-refundable.
 - e) Refund for replacement cost will be credited to the student's account if still open.

V. Blocked Account

Patron will not be allowed to check out library materials if they have reached their maximum number of overdues or fines as designated by their patron status.

VI. Fine/Fee Appeals

Borrowers who have been fined or charged but disagree with the findings of the library staff may appeal. See the Library Appeals Procedure.