

COTOP: Collection of Outstanding Debts - State Chancellor's Office Tax Offset Program

The Library makes every effort to contact individuals with delinquent materials. The following procedure is followed:

- Three email notices including a bill, are sent to borrowers who have not returned materials. The notices are sent to the most current email available in the Library's records.
- If materials are not returned after a year or Library fees of \$50 and more are not paid within a year, the individual's name is sent to the State Chancellor's Office in order to garnish funds from the individual's state income tax return.
- After a student's name is sent to the California Community College State Chancellor's Office, the Library is unable to waive any charges.
- In matters of dispute, the individual is referred to the Circulation Librarian.

For further information regarding COTOP, please contact the Circulation Senior Technician