FINES and FEES

LIBRARY COLLECTION
Overdue fee rates vary based on library materials.

<table>
<thead>
<tr>
<th>MATERIAL TYPE</th>
<th>LOAN PERIOD</th>
<th>FEE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (General Collection, Oversize, Paperbacks)</td>
<td>3 weeks</td>
<td>$0.25 per day</td>
</tr>
<tr>
<td>Reserves</td>
<td>2 hours, 24 hours, or 72 hours</td>
<td>$0.50 per hour</td>
</tr>
<tr>
<td>Reserves</td>
<td>1 day, 3 days, or 1 week</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Laptops</td>
<td>2 hours (library use only)</td>
<td>$5.00 per hour</td>
</tr>
<tr>
<td>DVDs</td>
<td>1 week</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Periodicals</td>
<td>1 week</td>
<td>$0.25 per day</td>
</tr>
<tr>
<td>Music CDs</td>
<td>3 weeks</td>
<td>$0.25 per day</td>
</tr>
</tbody>
</table>

FINES FOR OVERDUE MATERIALS
• Unpaid fines of $5.00 or more and/or items overdue by more than two weeks will result in the loss of library privileges.

• The Library sends three notices, including a bill, for delinquent materials. After the second notice a Library block is placed on the student’s record. The Datatel hold prevents students from receiving grades or registering for classes. In addition, it will block library privileges.

PAYMENT FOR LOST OR DAMAGED MATERIALS
• Cost of the item and a $10.00 non-refundable replacement fee are charged. These charges will remain on the student record until all payments have been made.

• If charges for lost or damaged items are not paid, a letter will be sent to the State Chancellor’s Office in Sacramento to garnish student California State income tax returns. (SEE COTOP Policy).

REFUNDS FOR LOST and PAID MATERIALS
• Refunds can be received for lost and paid items. The original item and the library lost and paid receipt must be presented to obtain the refund.

• Students are still responsible for any fines or processing fees incurred.

REPLACEMENT OF LOST OR DAMAGED MATERIALS
• Replacement for lost or damaged items is permitted for some materials.

• Students may purchase a new copy of the lost or damaged item and submit it to the library as a replacement; it must be the same edition as the original.

• Students are still responsible for any fines due and a $10 non-refundable processing fee.
REFUNDS FOR REPLACEMENT OF LOST MATERIALS
• Refunds for replaced items are made only if the original item is found and returned within one calendar year.

• A replacement payment receipt must be presented with the item in order to receive a refund.

GENERAL REPLACEMENT COSTS (Non-reserve items)
Replacement charges are based on the current market prices.

FINES FOR OVERDUE RESERVE MATERIALS
• 2-hour, overnight, and 24-hours are $.50 per hour, per item.

• 1 day, 3 days, week, and semester are $1 per day, per item.

• Maximum fines can equal the cost of the material, plus a non-refundable $50.00 processing fee.

REPLACEMENT OF LOST OR DAMAGED RESERVE MATERIALS
• Replacements of an instructor’s personal copies are accepted at the discretion of the instructor.

• Replacements of reserve items owned by the Library are accepted at the discretion of the Technical Services Librarian.

• Students are responsible for any fines/fees due.

REFUNDS FOR REPLACEMENT OF LOST OR DAMAGED RESERVE MATERIALS
• Replacement of an instructor’s personal copies will only be accepted at the discretion of the Instructor.

• Replacement of reserve items that are owned by the library will be accepted at the discretion of the Technical Service Librarian.

• The student is still responsible for any fines due and a non-refundable processing fee.

WAIVER OF FINES/PROCESSING FEES (All items)
• A request for a waiver of fines/fees may be considered in case of illness or hospitalization. Documentation, such as a doctor’s letter or a hospital bill, must accompany the request.

• Any other request for waiver must be submitted in writing to the Circulation Librarian who will direct the request to Campus Administration.