

## FINES and FEES

### LIBRARY COLLECTION

Overdue fee rates vary based on library materials.

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

### 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.