

FINES and FEES

OVERDUE FINE RATES

Overdue fee rates vary based on library materials. Maximum fines can equal the cost of the material, plus a \$5.00 non-refundable processing fee.

MATERIAL TYPE	LOAN PERIOD	FEE RATE
Books (General Collection, Oversize, Paperbacks)	3 weeks	\$0.25 per day
Reserves	2 hours (in-library use)	\$0.50 per hour
Reserves	1 day, 3 days, or 1 week	\$1.00 per day
Laptops, calculators, tablets, webcams	2 hours (in-library use)	\$0.50 per hour
Laptops, calculators, tablets	1 week, 1 semester	\$1.00 per day
DVDs	1 week	\$1.00 per day
Periodicals	1 week	\$0.25 per day
Music CDs	3 weeks	\$0.25 per day

NOTICES

The Library sends three notices prior to sending a bill for delinquent materials. After the second notice a **Library block** is placed on the student's library record. The Colleague hold prevents students from receiving grades or registering for classes. In addition, it will block borrowing privileges.

LOSS OF PRIVILEGES

Items that are beyond two weeks overdue will result in the loss of borrowing privileges.

WAIVER OF FINES/FEES

- 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 Library.

LOST OR DAMAGED ITEM FEES/REPLACEMENT

FEES:

- Cost of the item and a \$5.00 non-refundable replacement fee are charged. Replacement charges are based on the current market prices. 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).

REPLACEMENT OF LOST OR DAMAGED ITEMS:

- Replacement for lost or damaged items is permitted for some materials.
- Students must contact Library Staff before purchasing the replacement.
- Students are still responsible for the \$5.00 non-refundable processing fee.
- For instructor-owned items, instructors have the discretion of charging for the replacement of the instructors' personal copies. If a replacement charge is applied, a \$5.00 non-refundable processing fee will be added to the cost of the item. Replacement charges are based on the current market prices.
- Replacements of reserve items are accepted at the discretion of the Library Technician.

REFUNDS FOR 'LOST & PAID' ITEMS:

- Refunds can be issued for 'lost and paid' items if the original item is found and returned within one calendar year. 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.