

Fines and Fees

NON-RESERVE ITEMS

FINES FOR OVERDUE MATERIALS (non-reserve items)

- Fines for overdue materials: \$.25 per item, per day (max. \$10.00).
- 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 2nd notice, a block is placed on the student's record. This block prevents students from receiving grades or registering for classes. In addition, it will block library privileges.

PAYMENT FOR LOST OR DAMAGED MATERIALS (non-reserve items)

- Cost of the item, plus any fines due, 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 & PAID MATERIALS (non-reserve items)

- Refunds can be received for lost & paid items. The original item and the library lost & 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 (non-reserve items)

- Replacement (rather than payment) 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 non-refundable processing fee.

REFUNDS FOR REPLACEMENT OF LOST MATERIALS (non-reserve items)

- 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. If a current price cannot be found, the following minimum charges apply:

- Audio or Video Cassettes: \$15.00
- Books: Paperbacks \$15.00, Hardbacks \$25.00
- College Catalogs: \$12.00
- Compact Discs: \$20.00
- Computer Cables or headsets: \$10.00
- DVDs: \$20.00
- Magazines: \$5.00

RESERVE ITEMS

FINES FOR OVERDUE MATERIALS (reserve items)

- Fines for most overdue reserve materials are \$1.50/hr, per item for each hour the library is open. Maximum fines can equal the cost of the material, plus a non-refundable \$50.00 processing fee.
- One- and two-hour reserve material not returned to the Circulation Counter by closing time on the day the item is due will be subject to a \$5.00 overnight fine and \$5.00 for each additional day the library is closed (Saturdays, Sundays and holidays). This fine is in addition to the \$1.50/hour overdue fine charged when the library is open.

REPLACEMENT OF LOST OR DAMAGED MATERIALS (reserve items)

- Replacements of instructor 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 Public Services Librarian.
- Students are responsible for any fines/fees due.

REFUNDS FOR REPLACEMENT (reserve items)

- Refund for replacement of instructor personal copies is at the discretion of the instructor.
- Refund for replacement of reserve items owned by the library is at the discretion of the Public Services Librarian.
- The student is still responsible for any fines/fees due.

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 Public Services Librarian who will direct the request to Campus Administration.