

# 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 2<sup>nd</sup> 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.