



OFFICE:	Library	DEPARTMENT:	Access Services
DATE:	Last revised August 16, 2019		
CATEGORY:	Policy		
SUBJECT:	Fines and Fees Policy		

FINES AND FEES POLICY

Fines and Fees

All non-reserve library materials are given a printed date due slip and library users are expected to return materials on time. Items may be renewed online on or before the original due date.

Overdue item notices are emailed to the email address in record on the first business day after the materials are due. A second notice will be emailed one week later. An invoice will be sent to the user thirty (30) days after the original due date.

Overdue notices are sent as a courtesy. Failure to receive a notice does not release the user from responsibility for the return of materials or any fines or fees incurred.

General Collection

Materials returned more than 10 days late (more than 3 days late for materials which circulate for 2 weeks) will accrue fines of \$5.00 per item. Fines in excess of \$30.00 will result in a suspension of library privileges.

Reserve Items and Equipment

Fines of \$1.00 per hour will be assessed for each item returned more than an hour late.

Lost Items

Items overdue more than 30 days are identified as lost. This results in an automatic hold on the user's University account. The user must pay the cost of the item as determined by the library's vendors and a \$15.00 processing fee for each item. If a patron returns an item that has been declared lost, the patron is still responsible for paying the \$15 processing fee. Benedictine faculty and staff will be billed directly for lost items. The library will not accept a replacement copy for a lost item.

Interlibrary Loan

Fees for lost materials which were obtained through Interlibrary Loan are governed by the owning library. Users should return or renew materials borrowed through Interlibrary Loan on or before the date indicated on the date due slip or book band. These charges can be significant in some cases. As with Benedictine University items, please make every effort to return or renew interlibrary loan materials by the date indicated on the date due slip.

I-Share Fees

Library users at Benedictine University can request library materials from all libraries in the I-Share system through the I-Share catalog. The Benedictine Library cannot accept or clear fees accrued on materials from I-Share libraries. Fees must be paid directly to the library that owns the items borrowed. Non-payment of fees from I-Share libraries may result in suspension of library accounts. I-Share libraries only charge fees for lost materials.

Study Room Keys Fines

Late keys will accrue a \$5.00 fine. Lost keys will accrue a \$25.00 fine.

Dry Erase Marker Bag Kits Fines

Late marker bag kits will accrue a \$5.00 fine. Lost marker bag kits will accrue a \$10.00 fine. If one or more pieces of the kit are lost, each lost piece will accrue a \$3.00 fine.

Claims Returned

The library makes every attempt to clear materials from the user's account. If a user receives an overdue notice on materials that he/she believes to have been returned, he/she is asked to notify the library as soon as possible. The library staff will check the shelves three times during a 60 day period. If the library staff is unable to find the material, the user will be held responsible for the cost of the lost material. The process will be accelerated for graduating students in order to provide the student and the University Finance Office with an accurate statement.

Suspension of Library Privileges and Holds on University Accounts

As written above, the Library will suspend library borrowing privileges or place holds on user's account.

Suspension of borrowing privileges occurs for the following:

- User owes \$30 or more in overdue fines, lost or damaged item fees from the Benedictine Library
- User owes fees in excess of \$30 to I-Share libraries and lending library requests a hold
- User has unpaid, lost or overdue items from Interlibrary Loan

Holds will be placed for the following:

- User owes more than \$30 in fines or for lost materials
- User is graduating and had materials checked out.
 - Hold will be placed one month prior to graduation

Suspended users will lose access to:

- Checkout of reserve materials
- Checkout of equipment
- Checkout of general collection
- Loans from the I-Share catalog
- Requesting materials through Interlibrary Loan

Holds on University accounts:

- Restrict user from all academic activity
 - Course adds
 - Registration
 - Release of transcripts

Reinstatement of library privileges due to suspension or account holds is dependent on complete payment of fines and fees.

Approved by: _____ **Date:** _____
Jack Fritts, University Librarian

Approved by: _____ **Date:** _____
Provost Academic Affairs