LENOIR-RHYNE UNIVERSITY

Title Materials Charges Policy

Division/Department Lenoir-Rhyne University Libraries, Rudisill Library

Related Policy(ies) Faculty and Staff Circulation Policy

Purpose
To describe charges made relating to circulation of materials.

Policy
In keeping with the Lenoir-Rhyne University Honor Code, particularly Integrity (We will act with integrity at all times. We will respect and be honest with each other. We will take personal responsibility for our words and our actions.), Rudisill Library expects patrons to respect the materials they borrow. Patrons are responsible for knowing library circulation and other policies, what materials they have borrowed, when those materials are due back to the library, and for returning those materials as due and in the condition in which they were borrowed. When materials are returned late or damaged, or not returned at all, the library will assess patrons fines as indicated below.

Patrons turning materials in late are assessed an overdue fine. Patrons not returning materials, or returning them damaged, are charged a replacement or repair fee plus a processing fee. The processing fee is non-refundable. The library will refund any replacement fees paid, but not any processing fee, should patrons return lost materials after being billed.

Fines for Overdue Materials:
Each patron will receive a date-due slip with checked-out material. Each patron will also receive overdue notices via email. However patrons are responsible for returning materials on time regardless of whether they have received and read a notice. Materials returned after the date and time on the slip are considered overdue and are charged fines.

<table>
<thead>
<tr>
<th>Circulating Materials</th>
<th>Fine: 20 cents per day for each overdue item up to $5.00 per item.</th>
<th>Maximum fine: $10.00 per item.</th>
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</thead>
<tbody>
<tr>
<td>Reserve Materials</td>
<td>Fine: $1.00 per hour per item</td>
<td>Maximum fine: $10.00 per item</td>
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Note: Faculty and staff are exempt from overdue fines but not from lost book or processing fees.

Fees for Damaged Materials:
Materials returned with damage such as (but not limited to) torn or missing pages, water damage or damage to the spine are considered damaged materials. The library will charge the patron for repair.

Fee: $10 repair fee plus $15.00 processing fee for each damaged item

Fees for Damaged-beyond-Repair Materials:
If the library is unable to repair a damaged item or have it repaired, the patron will be charged for replacing the item.

Fee: Cost of item as described in the “Lost items” section below plus a $15.00 processing fee for each item
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Fees for Lost Items:
Any materials not returned by the end of a semester are considered lost. The library will direct the Business Office to bill the student’s account as follows:

**Item from all collections: item still in print** (i.e., available for purchase):
Fee: Cost of item plus a $10.00 billing fee and a $15.00 processing fee for each item.

The cost of the item is determined from library records or the library’s primary materials vendor. The cost of the most current, same-format edition of the item (if available) is charged; otherwise, the cost of the most current edition available is charged.

**Item from all collections: item no longer in print** (i.e., not available for purchase from the library’s primary materials vendor)
Fee $40.00 plus $15.00 processing fee for each lost item

The cost of the book is determined from library records or the library’s book vendor. The cost of the most current, same-format edition of the item (if available) is charged; otherwise, the cost of the most current edition available is charged.

Returned Items:
Patrons may receive a refund for the cost of the lost materials if they return lost materials by the first day of classes of the next semester (Fall or Spring). When lost materials are returned after the library has billed the charges to the Business Office by the deadline above, the library will notify the Business Office to credit the student’s account for the cost of those returned materials. The processing and billing fees are non-refundable.

Patrons who return materials after the deadline above will not receive a refund of the cost of the lost materials.

Community Patrons
Community patrons are subject to the same fines and charges described in this policy. The library’s automated system will automatically block community patrons from checking out or renewing materials if they have a fine or charge. Their library privileges will not be reinstated until all outstanding charges are paid.

The library retains the right to terminate borrowing privileges for excessive or repeated violations of this policy.

Faculty and Staff
Faculty members are subject to the same fines, charges, and fees, with the exception that they are not charged overdue fines.

Procedure Required to Implement Policy
As outlined in the Policy section
Name and Title of Policy Author
Rita Dursi Johnson, Dean of University Library Services

Listing of Affected Individuals (as needed) - N/A

Reviewed by/Concurrence from
Larry M. Hall, University Provost

Signature of the Individual(s) Approving the Policy

__________________________________________ __________________________
Approved By (signature) Approval Date

__________________________________________ __________________________
Approved By (signature) Approval Date

Developed/Revised or Reviewed
September 2011 / August 2013 / July 2017