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## Learning Resources Center Fine Policy

### 1.0 Purpose

The Learning Resources Center (LRC) Fine Policy is designed to encourage the prompt return of Library materials and provide a procedure for recovering the replacement and processing costs of materials that are not returned.

### 2.0 Revision History

This is a formalization of ongoing informal practices. It was approved by the Vice President of Learning in April 2005. Section 7.0, "Procedures", were updated in November, 2016.

### 3.0 Applicability

As this was an existing policy, it will apply to all LRC patrons immediately upon approval.

### 4.0 Policy

The LRC has an obligation to make Library materials available to LFCC students, faculty and staff, and community members. The LRC also has an obligation to maintain ownership of library resources, which are state assets purchased with state funds. Fines are an incentive for Library users to return books on time, so that books and other items may be available to others.

Therefore the LRC will levy fines for overdue materials and replacement and processing charges for materials that are not returned.

The LRC will alert patrons to overdue items and allow a grace period for overdue items before a fine is charged. Overdue fines and replacement charges will be included on the billing sent to patrons.

It is within the discretionary authority of the Director of Learning Resources to reduce or eliminate fines due to extenuating circumstances.

### 5.0 Definitions

Patrons refer to all users of the LRC, including community members who have no official relationship to the College.

### 6.0 Responsibilities

## **7.0 Procedures**

The LRC allows a grace period for overdue items of approximately four weeks before a fine is charged, with the exception of Reserve items and other restricted items, such as equipment. A courtesy notice is sent via email two days before an item is due. Two overdue notices are sent via email before a bill is sent. Bills are mailed by the LRC approximately four weeks after the item was due. Overdue fines are set at a flat \$2.00 per item, with some restricted items, such as equipment or testing guides, having larger fines.

Bills include both overdue fines and replacement charges. Replacement charges are \$35 per item, while fines are \$2 per item, with some restricted items, such as equipment or testing guides, having larger fines. The \$35 replacement charge reflects the average cost of purchasing a replacement, and the processing costs of ordering, receiving, and cataloging the replacement. For more expensive items, the replacement charge will be increased to reflect the actual replacement cost.

When bills are generated the LRC blocks the student on SIS/PeopleSoft and blocks their Library check-out privileges as well. For all patrons, including non-students, after thirty-one days the LRC sends the necessary information to the Business Office in order to attach the patron's state taxes.

If the billed item is returned to the LRC, the \$35 replacement charge is waived, and the \$2 per item overdue fines are collected or remain as an obligation until paid. When all obligations are paid, the LRC removes any blocks on the patron in SIS/PeopleSoft and in the LRC's internal Library circulation system.

The payments made by patrons are logged in the appropriate receipt book. These receipt books are balanced weekly, and the money is counted and turned in to the Business Office. The LRC maintains paper and electronic records of outstanding charges.

## **8.0 Sanctions**

The overdue fines, processing charges, and replacement cost charges are themselves sanctions. Additionally, all patrons with outstanding obligations will have their Library circulation privileges suspended and students will be blocked in SIS, which prevents them from registering for classes, graduating, or requesting transcripts.

Finally, after thirty-one days of outstanding charges the patrons will have their state tax refunds attached when possible.

## **9.0 Interpretation**

Authority for interpretation of this policy as needed rests with the Director of Learning Resources.

## **10.0 Authority/Reference**