

Fines

All Overdue Notices, whether sent through campus mail, e-mail, or U.S. postal service are sent as a courtesy.

You Are Responsible For All Materials Checked Out To You and you will be charged fines for the late return of materials.

Fines per item are listed below:

- 2 Hour Reserve \$0.50/hr
- 4 Hour Reserve \$0.50/hr
- Overnight Reserve \$0.50/hr
- 3 Day Reserve \$0.50/hr
- Multimedia \$0.50/day
- 2 Week Loan \$0.25/day
- Interlibrary Loan \$1.00/day
- Equipment \$5.00/hour
- DVDs \$1.00/day

Each Semester, a cutoff date is set as the final deadline for all materials to be returned. This date is typically scheduled for the Tuesday of Finals Week and is posted on the library doors, on the Library Facebook page, on the Library Twitter feed, and on the Library mobile app.

Any material turned in after this date is subject to a fine of \$1.00/day in addition to any other late fees that may have been previously assessed.

If you feel that you have received a notice in error or that the notice is incorrect, it is your responsibility to contact us so that we may investigate the discrepancy.

Lost Materials

Should you discover an item is lost, you should contact the library as soon as possible to minimize your late charges. Items that have not been turned in by the end of the semester in which they were due will be considered lost.

Once an item is considered to be lost, a billing notification letter is generated. If the item is still not returned, then an invoice is generated and submitted to the Business Office to be posted to your Student Account for collection.

The invoice will include the following per item:

- Processing Fee – \$32 Nonrefundable
- Replacement Cost – \$25 Minimum
- Overdue Fine – \$10 Maximum
- Once you receive an invoice, payments must be made in the Business Office.

If you return the book after paying the invoice, a refund of the Processing Fee and Replacement Cost is at the discretion of the Library Director. You are still responsible for the overdue fine.