



USAHS Library Policy on Fines

This policy will be in effect beginning in the Fall 2017 trimester and will be reevaluated during the Fall 2018 trimester.

The University of St. Augustine for Health Sciences (USAHS) Library charges overdue fines only for materials with waiting lists, and only for the days the waiting list existed. If a waiting list exists for a library item, the borrower must return that item to the library on or before the assigned due date to avoid late fines.

Late fines are as follows:

Reserve Textbooks: \$1.00 per hour (partial hours will be rounded up)

All Other Items: \$2 per day

Overdue fines are capped at \$10 per item per instance.

Borrowers will **not** be notified automatically if a waiting list develops for an item they have checked out. It is each borrower's responsibility to keep track of his/her loans and renew or return items as appropriate.

We strongly recommend that borrowers renew library materials by the end of a guaranteed loan period so that items never become overdue. Renewing regularly will also inform the borrower immediately if a waiting list exists for an item: the online system will not allow the renewal of an item with a waiting list, alerting the borrower that he/she should return the item to the library. Borrowers may also contact the library staff in person, by email, through library chat, or by phone to ask about an item's waiting list status or whether renewal is possible.

STUDENTS

Fines accrued throughout an academic term are due by the end of that academic term. The Library will notify students who owe fines by email two weeks prior to the end of the term, with subsequent reminders. The Library will send these emails to the students' official USA email addresses. It is the student's responsibility to check that email account regularly.

Any non-graduating student who has not paid his or her fine by the end of the last day of the academic term will lose all Library borrowing privileges until the fine is paid.

Library borrowing privileges include:

- Checking out library materials, including Reserve Textbooks
- Renewing any Library materials that may already be checked out
- Requesting journal articles through interlibrary loan

Fines accrued within the last week of a term will be due by the end of the following term.

Consequences for unpaid fines are uniform regardless of the amount of the fine.

Students who wish to be granted extensions because of special circumstances or hardship must make arrangements directly with the Library staff on their campuses.

Any student who would like to dispute a fine can inform the Library and bring the matter before the Library Committee at its next regularly scheduled meeting. Students who dispute fines will not lose borrowing privileges or be accountable for the disputed fines until said fines are upheld or dismissed by the Library Committee.

GRADUATING STUDENTS

Fines accrued throughout an academic term are due one week prior to graduation. The Library will notify graduating students who owe fines by email three weeks prior to graduation. The Library will send these emails to the students' official USA email addresses. It is the student's responsibility to check that email account regularly.

Any graduating student who has not paid his or her fine by one week prior to graduation will be denied access to their grades and denied clearance to graduate until all fines are paid.

Consequences for unpaid fines are uniform regardless of the amount of the fine.

Students who wish to be granted extensions because of special circumstances or hardship must make arrangements directly with the Library staff on their campuses.

Any student who would like to dispute a fine can inform the Library and bring the matter before the Library Committee at its next regularly scheduled meeting, or at a special meeting if the Library Committee is not meeting again before graduation. Students who dispute fines will not lose borrowing privileges or be accountable for the disputed fines until said fines are upheld or dismissed by the Library Committee.

USA FACULTY/STAFF

Faculty and staff members are not charged overdue fines.

Approved by the Library Committee June 2017
Approved by the Administration June 2017