



PIERCE
COLLEGE
Library and Media Services
Operational Policies and Procedures

Fines and Fees

Policy:

Fines are charged on reserve items, distance learning materials, videos, recalled items, reference material, interlibrary loans, and calculators.

Item	Fine per day	Maximum Late Fee	
Reserve	\$1.00	Replacement & Processing Fee	
Distance Learning	\$1.00	\$50.00 plus Replacement & Processing Fee	
Reference	\$1.00	Replacement Cost & Processing Fee	
Video	\$1.00	\$50.00 plus Replacement & Processing Fee	
Calculators	\$1.00	Replacement Cost & Processing Fee	
Interlibrary Loan	\$1.00	Replacement Cost & Processing Fee	
Media Equipment	\$5.00	Replacement Cost & Processing Fee	

Videos/DVD's: If the item is declared lost, the student is responsible for the overdue fine of \$1.00/day or the maximum late fine of \$50.00, whichever is less, plus the replacement cost and the processing fee of \$15.00.

Calculators: \$1.00 per day fine, for days the library is open or a staff member is in the library to accept the return of delinquent materials. Maximum fine: the cost of the calculator plus a processing fee. This is \$125.00 for TI-84's, and \$125.00 for TI-89's plus the \$15.00 processing fee.

Criminal Justice book "Games Criminals Play": \$1.00 per day late fine. Lost or damaged items are \$28.00 plus \$15.00 processing fee.

Power Learning (TRIO) books: \$1.00 per day late fee. Lost or damaged items are \$20.00 plus \$15.00 processing fee.

PSYK.TREK (DVD): \$1.00 per day late fee. Lost or damaged DVD's are \$60.00 plus a \$15.00 processing charge.

Students may continue to check out library materials as long as the late fine/fee was applied during the current quarter and does not exceed \$15.00; however grades and transcripts will be blocked the day the fine/fee is accrued.

Pierce College Library Policies Circulation Department – Borrowers Policies

Delinquencies and Replacement Billings

One overdue notice is sent 3 days after the due date for all materials. Fine/Fee Notices are sent 21 days after the overdue notice. No daily overdue fines are charged on circulating books and magazines at this time, but the notice is sent as a reminder. This notice reminds the patron that if they are liable for fines, the fine increases the longer the item(s) is kept and he/she will be charged for the replacement cost of the item(s) plus a \$15.00 processing fee for each replacement if not returned.

21 days following the overdue notice a replacement bill is sent. This bill includes the cost of the item(s) plus a \$15.00 processing fee per item. Costs are found in the item record. Out of print item cost are determined by a replacement charge based on the collection category of the item. This list is found in the most current edition of “The Bowker Annual”.

The replacement cost of periodicals is determined by cost per issue of the magazine (figured on the current year price of the journal divided by the number of issues per year) plus the \$15.00 processing fee. Attached to each replacement bill (Fine and Fee Notice) are stickers that state if the material is returned, all charges except fines will be waived. Grades and transcripts will be blocked until the items are returned or the bill paid, if there is no response, **accounts owing \$50.00 or more** will be turned over to a collection agency.

If a patron declares an item lost, either at the time of an overdue notice or when the item is found to be lost, charges will be assessed for the item in the same way as a replacement bill – the cost of the item plus a \$15.00 processing fee.

Once an item has been paid, no refund is given, unless it is determined to be the library’s error, in which case a refund will be given.

If a patron finds the lost item at a later date, it belongs to the patron who has paid for it.

Faculty: There is no limit to the number of items checked out per day for faculty. Overdue notices are sent on the same time schedule as student notices. Fine and Fee Notices to faculty have a sticker attached stating this is not a bill. It is a reminder that they have overdue material and they may call to extend the loan period. Faculty are not charged processing fees. Replacement bills for faculty and staff are sent to the Dean of the Library/Media Services. Staff and (part-time) faculty members must clear the library upon leaving Pierce College and all overdue/replacement fines must be taken care of before the clearance is signed.

Adopted: July 25, 2006

Revised: September 15, 2010