

Library Policy – Withholding Grades and Transcripts

Policy:

Murray State College will withhold grades and transcripts of any student who owes library fines or who has overdue books and materials not returned upon request.

Limits and Regulations:

1. When fines and lost book charges are incurred, a “Block” notice will be sent to the Business Office to withhold a student’s grades and transcripts.
2. Fines are to be paid in the library.
3. When all library charges are cleared, the library will contact the Business Office to ‘clear’ the student’s “Block” record.
4. When a library “Block” is in effect, the MSC Library Overdue/Lost Materials Notice will be used to notify the patron, the Business Office.
5. When a library “Block” is cleared, the notice will be directed to the person in charge of overdues for final clearance.

History of This Policy:

First policy draft July 21, 2011