

Library Policy – Library Fines and Lost Books

Policy:

Murray State College shall assess a fine for overdue items. Patrons, faculty, and staff will be required to reimburse the Library for lost items.

Limits and Regulations:

A fine is assessed for the sole purpose of retrieving or replacing lost library materials. The fine schedule is as follows:

Fines: Fines are assessed **per item** overdue.

Week One: \$1.25

Week Two: \$1.25 + \$2.50= \$3.75

Week Three: \$1.25 + \$2.50 + \$3.75= \$7.50

Week Four: \$7.50 + \$5.00= \$12.50

After 30 days, \$12.50 + \$25.00 processing fee + the price of the book.

You can avoid fines by calling to renew your book or bringing your book back on time.

1. A “block” notice is sent to the Business Office one week after the overdue notice is mailed to the student. Transcripts cannot be issued until library “Blocks” have been cleared. Registration cannot be completed until library “Blocks” have been cleared. If the book is returned, the block is taken off when the fine is paid. **All fines are to be paid in the Library.**
2. Faculty and staff are subject to replacement charges for lost or damaged library materials.
3. If you have an overdue book, you may not check out another book until said book has either been renewed or returned.
4. Fines will be stopped as soon as an item is reported lost. “Block” charges remain in effect until item charges are cleared.
5. Payment for lost library materials includes fines, and when applicable; non-refundable processing fees; and replacement costs. Replacement costs are determined by current book prices. Out of Print charges will be taken from the shelf list.
6. Overdue notices will be sent to the patron/staff with the appropriate charges noted on the form. If you move, it is your responsibility to inform the library of your new address.

History of This Policy:

First policy draft July 18, 2011.

