

Yavapai College Library

Fines & Fees Policy and Procedures

November 8, 2017

POLICY

Yavapai College Library patrons are responsible for all items checked out on their library card. The Library charges overdue fines to ensure timely return of its materials. The Library charges fees to replace lost or damaged materials.

PROCEDURES

Fines

1. The borrower is assessed a fine of 30 cents/day per regular circulating item up to a maximum of \$10.00 for each item.
2. Fines for overdue reserve items and juvenile literature books accumulate at the rate of \$1.00/day up to a maximum of \$10.00 for each item.
3. The fine for overdue laptops is \$1.00/hour up to a maximum of \$10.00 for each item.
4. Patrons will not be allowed to borrow any material until their fines are below \$10.00 collectively across the YLN.

Fees

1. If a borrowed item is not returned or is returned damaged, the patron is responsible for its replacement cost.
2. Replacement costs are the cost of the item (what the Library paid for the title, not its current market value) plus a \$5.00 processing fee.
3. Materials returned beyond 6 months of the due date will not be accepted back by the Library due to the weeding/replacement schedule.
4. The Library can accept cash or check (YCP Library can also accept credit/debit) for payment as long as the item belongs to the Yavapai College Library.
5. If the item belongs to another YLN library, or the other YC campus, payment can be made in the form of cash or a check payable to the owning library.
6. Students will be unable to access their grades, transcripts or register for classes if:
 - a. They owe over \$25.00 in fines on items from any library checked out on their Yavapai College library account.
 - b. There are any items lost or damaged items on their library account.