

Yavapai College Library

Fines & Fees Policy and Procedures

Revised on June 11, 2009

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. Library materials become overdue on the day following their due date.
2. The borrower is assessed a fine of 30 cents/day per regular circulating item up to a maximum of \$10.00 for each item.
3. 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.
4. Patrons will not be allowed to borrow any material and students will be unable to access their grades, transcripts or register for classes until their fines are below \$10.00.

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 \$10.00 processing fee.
3. Overdue materials may be returned up to 3 years after the due date; late fees will be assessed but the cost of the item will be refunded. Materials returned beyond 3 years of the due date will not be accepted back by the Library.
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. Patrons will not be allowed to checkout any material and will be unable to access their grades, transcripts or register for classes until their fees are below \$10.00.