



**OFFICE:** Library  
**DATE:** Last revised July 8, 2021  
**CATEGORY:** Policy  
**SUBJECT:** Fines and Fees Policy

**DEPARTMENT:** Access Services

## FINES AND FEES POLICY

### BENEDICTINE UNIVERSITY LIBRARY MATERIALS

#### Overdue Fines

- **2-Hour and 4-Hour Reserves** – \$1.00 per hour overdue up to \$25.00
- **3-Day Technology Equipment** – \$5.00 per day overdue up to \$25.00
- **Study Room Keys** – \$1.00 per hour overdue up to \$25.00
- **Dry Erase Marker Kits** – \$1.00 per hour overdue up to \$25.00

#### Lost Fees

- When an item is 30 days overdue, the item will be declared lost and you will be billed the cost of the item as determined by the library.
- If a lost item is returned, the replacement fee is usually waived.
- The library will not accept a replacement copy in lieu of payment.

#### Damaged Fees

- You will be billed the cost of the damaged item as determined by the library.
- The library will not accept a replacement copy in lieu of payment.

#### Blocks

- If you owe more than \$30.00 in fines/fees or you have 10 or more overdue items checked out, your library borrowing privileges will be suspended and a hold will be placed on your university account. The library will reinstate your library borrowing privileges and release the hold on your university account once you have returned all items or paid all fines/fees.
- If you are scheduled to graduate and have materials checked out, a hold will be placed on your university account one month prior to graduation. The library will release the hold on your university account once you have returned all items or paid the cost of all items as determined by the library.
- Users with suspended library borrowing privileges will be unable to:
  - Borrow materials from the Benedictine University Library
  - Borrow materials from I-Share
  - Request materials through interlibrary loan

- Users with a hold on their university account will be unable to:
  - Register for courses
  - Add courses
  - Release transcripts

### **Appealing Fines/Fees or Blocks**

- The library makes every attempt to clear materials from users' accounts. If you receive an overdue notice for materials you believe have been returned, notify the library as soon as possible. Library staff will check the shelves three times during a 60 day period. If library staff is unable to find the material, the user will be held responsible for the replacement fee of the item as determined by the library. This process will be expedited for graduating students in order to provide the user and University Finance Office with an accurate statement.

### **Notices**

- An overdue notice will be emailed to your email address on file when an item is 1 day overdue and 7 days overdue.
- An invoice will be sent to you when an item is 30 days overdue.
- Failure to receive overdue notices does not release users from responsibility for returning materials or paying fines/fees incurred.

### **I-SHARE MATERIALS**

- Fees for materials which were obtained through I-Share must be paid directly to the library that owns the materials.
- When an item is 21 days overdue, your account at the item's owning library will be blocked.
- When an item is 35 days overdue, the item will be declared lost and you will be billed the cost of the item as determined by the owning library.
- If you owe \$10.00 or more in fees, you will be blocked by the owning library.

### **INTERLIBRARY LOAN MATERIALS**

- Fees for materials which were obtained through interlibrary loan must be paid directly to the library that owns the materials.
- Users should return or renew materials borrowed through interlibrary loan on or before the date indicated on the book band. Fees for interlibrary materials can be significant in some cases.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
University Librarian

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Provost Academic Affairs