



## Administrative Procedure 4045 College Library Fines

Fines are imposed to assure the timely return of materials needed by students. Students and citizens with unpaid fines in excess of \$5.00 will be denied library borrowing privileges. In addition, unpaid fines in excess of \$10.00 shall result in a hold on grades, transcripts, and/or registration.

A fine and overdue list will be submitted to the Business Office at the end of each semester. Simultaneously, students will be notified by the library via their West Hills College email account of all overdue materials.

After 30 days, overdue library materials are marked as lost. If materials marked as lost are returned and replacements have not been purchased, the student and/or citizen shall remain responsible for the outstanding overdue fines. At the librarian's discretion, lost or damaged materials may be replaced with an exact duplicate of title and edition.

Fines will be assessed on overdue items as follows:

Books	.25 cents per day
Reserve Items	\$1.00 per hour (library use only items) \$5.00 per day (all other reserve items)
Videos and Audiovisual Equipment	\$1.00 per day
Lost or damaged items	Replacement cost + \$20.00 processing fee

Maximum fines shall not exceed \$20.00 per item, with the exception of reserve items. Reserve items maximum fine to be the cost of the book. Under extenuating circumstances, fines may be reduced or waived at the discretion of the librarian.

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