Library Policy - Library Fines and Lost Books

Policy:

Bismarck 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:

1. A fine is assessed for the sole purpose of retrieving or replacing lost library materials. The fine schedule is as follows: 1 week/$1.25; 2 weeks/$2.50; 3 weeks/$3.75; 4 weeks/$5.00. A "Block" notice is in effect after the first overdue notice is sent. 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. Non-refundable "Block" charges in effect two weeks after the overdue notice is sent are "Fines Due" and "Processing Fee--$5.00."

2. Faculty and staff are subject to replacement charges for lost or damaged library materials.

3. "Blocks" are sent to the Student Finance Office and the Admissions Office. "Blocks" are cleared immediately when all charges have been cleared. When a "Block" is cleared at the Student Finance Office, the Library will be contacted immediately and the patron will be cleared in the library.

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, when applicable; non-refundable processing fees; and replacement costs. Replacement costs are determined by current book prices. Out of Print (OP) charges will be taken from the shelf list card or current national averages for lost materials and valuable OP's.

6. Only one overdue notice will be sent to the patron/staff with the appropriate charges noted on the form.

History of This Policy:

First policy draft January 23, 1980.
