OVERDUES & FINES

Please refer any questions regarding fine policies or a student’s account to the circulation supervisor.

COURTESY NOTICES
Our Library.Solution software is set up to send borrowers a courtesy notice 3 days before the due date with the following message: “A friendly reminder from Snowden Library that the following books are due in 3 days. Please return your books or you may renew them by contacting the library (x4053, russo@lycoming.edu) or accessing your account on the library’s homepage. Thank you!”

OVERDUE NOTICES
Each Monday, the circulation supervisor runs the overdue reports and then checks the shelves to be sure the materials were returned without being checked in. Once it is determined that the books are not on the shelves, notices are sent out.

Books
The charge for overdue books is $75.00 per book which includes a $60.00 replacement fee and a nonrefundable $15.00 processing fee. These fees are charged to the student’s account through Datatel.

- Students
  - Students have a 15-business-day grace period in which to return or renew overdue books before being charged.
  - Overdue notices are sent by email each Monday after the reports are run and the shelves are checked.
  - Students receive a total of 4 notices (once a week) before being charged. The third notice includes a written notice along with an email.

- Community and Alumni Borrowers
  - Community and alumni borrowers have a 15-business-day grace period in which to return or renew overdue books before being charged.
  - Overdue notices are sent by email or regular each Monday after the reports are run and the shelves are checked.
  - If items are not received within the 15-day grace period, the community borrower is restricted from borrowing until the materials are returned and/or the fines are paid.

- Faculty/Staff – Faculty and staff are not subject to fines. Once a year we send out notices to have them come in and renew and/or return library materials.

Dvd/Vhs
The charge for overdue DVD/VHS is $1.00 per day. Fines under $5.00 are collected at the circulation desk. Anything over $5.00 will be charged to the students account through Datatel.

- Students are charged $1/day for overdue DVD/VHS materials. Fine reports are run once a week to identify any outstanding fines.
- Community and alumni borrowers: DVDs and VHS tapes do not circulate to Community or Alumni Borrowers.
- Faculty/Staff: Faculty and staff are not subject to fines.
Reserves
- Reserve materials, periodicals, and newspapers: The fine is $1.00 per hour for each hour or portion thereafter. The fine for 1 day, 3 day, 7 day & 10 day reserves is $1.00 per day per item.

E-Z Borrow and Interlibrary Loans:
- May be subject to fines in accordance with the lending library’s policies. Any fines charged to the library will be passed on to the student.

Damaged Books
If a patron returns a damaged book, please refer them to Alysha or Sue Beidler to determine if or how the book can be repaired or if it needs to be replaced.

FINES: ACCEPTING PAYMENTS AT CIRC DESK

- BOOKS – Replacement and processing fees are all charged to student account through Datatel. Please refer any questions or concerns to the circulation supervisor.

- DVD/VHS & RESERVES – Cash payments for fines $5.00 or less are accepted at the circulation desk according to the following procedures:

Under Borrowers, click on Search Existing.
Scan their ID and then click on Charges and Credits.

Select the items above and then click on Pay/Withdraw.
Once payment has been accepted, please use the Money/Rent Receipt Book in the cash drawer to write them out a receipt. Please fill out the date, name of student, amount paid and then your name under “By”. See example below:

Give the student the white copy of the receipt. Attach the yellow copy and the money you received to the day’s balance sheet in the black binder as shown below:

The circulation supervisor will take care of the fine money in the morning (or on Monday morning if fines are accepted over the weekend).