

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

**PROCEDURE NUMBER**           **3-1-302.4**

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**PROCEDURE TITLE:**           **FINES AND CHARGES FOR OVERDUE, LOST OR DAMAGED LRC MATERIALS**

**BASED ON POLICY:**

**REVISION NUMBER:**           **2**

**OFFICE OF RESPONSIBILITY:**           **LEARNING RESOURCES CENTER**

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\_\_\_\_\_  
**PRESIDENT**

April 21, 2003  
\_\_\_\_\_  
**DATE**

**PURPOSE**

The purpose of this procedure is to provide guidelines for handling fines or charges for LRC materials, which are overdue, lost, and/or damaged.

**PROCEDURE**

1. The LRC will charge fines to student and community users for late return of material. Such fines will be commensurate with modern practice in higher education libraries. The fine structure will be published in the LRC's service brochure, and/or on the website. Overdue fines are not charged to faculty, staff or TCL Commission members, but failure to return materials upon request may result in loss of loan privileges. The LRC will normally forgive any fine of \$1 or less.
2. The LRC may charge modest damage fees to student and community users for damage to materials beyond normal wear and tear. Such charges will not exceed \$5. If the item in question has been damaged beyond repair, it will be treated as a "lost" item. Faculty, staff, and TCL Commission members are not charged damaged fees, but are subject to loss of loan privileges for damage beyond normal wear and tear.

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3. When an item is lost, the LRC will charge the actual replacement cost for the item to student and community users, plus a \$5 processing fee, but a minimum charge of \$15 will be made in any case. No overdue fines will be charged however. Faculty, staff and TCL Commission members will not be charged for materials lost in the ordinary conduct of business, theft, etc., but loan privileges may be cancelled for loss due to carelessness or mishandling. If an employee fails to return library materials when terminating employment, the LRC Director will recommend to the Vice President for Finance that the cost for such materials be withheld from the employee's last paycheck.
4. Faculty, staff and TCL Commission members (as well as student and community users) ARE responsible, however, for any charges on materials received by interlibrary loan. This is a personal obligation between the borrower and the lending library.