



University
of Windsor

***Policy Title:** Leddy Library Fines

Policy Number:

***Date Established: [original date of approval]** June 18, 2019

***Office with Administrative Responsibility:** Leddy Library

***Approver:** Leddy Library

***Revision Date(s): [fill this in each time an amendment is approved]**

Introduction /Background / Purpose

To offer information regarding patrons who have library fines

Application / Scope of Policy

Regular Loans	\$0.50 per day per item to a maximum of \$20.00
Course Reserve items	2hr loans: \$0.05 per minute (\$3.00/hr) to a maximum of \$50.00
1, 3 & 7 day loans	\$10.00 per day to a maximum of \$50.00

Loans are blocked for Faculty, Affiliated Faculty, Staff, Undergraduate, Graduate, ELIP, Visiting Research Students, and Alumni if fines owing on account are over **\$50**.

Loans are blocked for External Borrowers (i.e. community borrowers) if fines owing on account are over **\$10**.

We will not loan items to high school students if any fine amount is on their account.

External Borrowers will be held financially responsible for any damage to Library materials. External Borrowers will not be issued a new library card until **ALL** outstanding charges have been paid.

It is the responsibility of every borrower to return library materials by the due date, to respond to Library notices, and to keep the Library informed of a current address. A notice sent by the Library to the address on file will be deemed to have been received by the borrower.

The Leddy Library reserves the right to withhold or withdraw borrowing privileges at any time.

All loans are subject to recall. Fines accrued on recalled items should not be waived.

Overdue items are marked lost after 41 days. Once an item is assigned a "lost" status due to non-return, a replacement charge of \$90 plus a \$20 overdue fine and a \$20 processing fee will be added to the library user's patron record. If an item is returned with damage that warrants a replacement of the item, a replacement charge of \$90 per item and a \$20 processing fee will be added to the library user's record.

Overdue Fine Calculations

- Fines are calculated from the due date to the date the book is checked back into the Leddy Library.
- The "due date" will always fall on a day the library is open.
- Overdue fines are calculated for the days the library is open and closed.
- It is the responsibility of borrowers to remember due dates on items renewed online.

Lost or Damaged Items

Once an item is assigned a "lost" status due to non-return, a replacement charge of \$90 plus a \$20 overdue fine and a \$20 processing fee will be added to the library user's patron record. If an item is returned with damage that warrants a replacement of the item, a replacement charge of \$90 per item and a \$20 processing fee will be added to the library user's record.

Suspension of Borrowing Privileges

Borrowing privileges will be suspended automatically under the following circumstances:

Faculty, Students, and Staff

- the borrower has fines exceeding \$50.00
- the borrower has 1 or more items which have attained a "LOST" status (41+ days)

Affiliated Borrowers, External Borrowers

- the borrower has outstanding fines of any amount
- the borrower has 1 or more overdue items
- the borrower has 1 overdue "recalled" item
- the borrower has 1 or more items which have attained a "LOST" status (41+ days)

Exceptions to Policy

Guidelines:

(exceptions to the rule)

Non-payment of any account may result in the referral of an outstanding account to the University of Windsor's Department of Finance for further measures. Student library accounts must be in good standing (with \$0.00 owing) before students can officially register for classes, graduate or order transcripts from the Registrar's Office.

Fines Appeal Process

Fines may be appealed, with good reason, to the following persons in the order given:

- Access Services Coordinator
- Head, Access Services (in writing only)
- Associate University Librarian / University Librarian (in writing only)
- Associate Vice-President, Student Experience (please contact their office for procedures)