



**Sacramento State University Library
User Services Department
Checkout & Overdue Fine Policy**

Loan Periods/Renewals

Regular Circulating Items

Regular circulating items are checked out based on the patron's status:

- Students: 16-week loan
- Full & Part-time faculty: One year loan
- Staff/Administrator: One-year loan
- Community users: 3-week loan

Regular circulating items are eligible for automatic renewals and can be renewed online or in person at the User Services Desk.

Course Reserves

Course reserve items are checked out for a 2-hour, 24-hour, 3-day or 1-week loan period.

Reserve items are not eligible for automatic renewals and cannot be renewed online. Renewals at the desk are subject to the availability of other copies of the item.

Study Aids

Study aids include mobile whiteboards, whiteboard markers, phone chargers, and calculators.

- Whiteboards, markers: 4-hour loan
- Phone chargers: 4-hour loan
- Calculators: 2-hour or 24-hour loan

Study aid items are not eligible for automatic renewals and cannot be renewed online. Renewals at the desk are subject to the availability of other copies of the item.

Graduate Lockers

Graduate locker keys are checked out to graduate students for a 16-week loan period.

Graduate lockers are eligible for automatic renewals and can be renewed online or in person at the User Services Desk.

Graduate Study Rooms

Graduate study room keys are checked out to graduate students for up to an 8-hour loan period. All keys are due at closing.

Graduate study room keys are not eligible for automatic renewals and cannot be renewed online. Renewals at the desk are subject to the availability of other copies of the item.

Equipment

Equipment (laptops, tablets, VGA cables) is checked out for a maximum of 4 hours. All equipment is due back an hour and a half before closing each day and cannot be checked out overnight.

Equipment cannot be renewed online. Renewals at the desk depend on the availability of other equipment.

Overdue Fines/Account Suspension

Regular Circulating Books

Fines

Once an item becomes 45 days overdue, a \$90 lost item replacement fee is assessed. The fee is credited when the item is returned.

Suspension

Library privileges (checkouts and renewals) are automatically suspended for all patrons owing \$10 or more. Privileges are reinstated when fines are paid in full.

Course Reserves

Fines

Items two days (2) days overdue are assessed a \$5.00 overdue fine. Items three (3) days overdue are assessed an additional \$5.00 overdue fine.

When an item becomes 45 days overdue, a \$90 lost item replacement is assessed in addition to the overdue fine. The fee is credited when the item is returned.

Suspension

Library privileges (checkouts and renewals) are automatically suspended for all patrons owing \$10 or more.

In addition, course reserve privileges are suspended when an item becomes 14 days overdue.

Suspension of course reserve privileges will block automatic and online renewals of regular circulating materials.

Equipment

Fines

A \$10 overdue fine is assessed when equipment is returned.

Unreturned equipment is billed a replacement cost up to \$1500.

Suspension

Equipment checkout privileges are automatically suspended for all patrons owing \$10 or more and are reinstated when the overdue fine is paid in full.

In addition, equipment privileges are suspended for the remainder of the semester when:

- A second equipment fine is incurred within one semester.
- A laptop or tablet is kept out overnight.

Study Aids

Once an item becomes 45 days overdue, a \$25 lost item replacement fee is assessed. The fee is credited when the item is returned.

Suspension

Library privileges (checkouts and renewals) are automatically suspended for all patrons owing \$10 or more. Privileges are reinstated when fines are paid in full.

Graduate Lockers

Once an item becomes 45 days overdue, a \$50 lost item replacement fee is assessed. The fee is credited when the item is returned.

Suspension

Library privileges (checkouts and renewals) are automatically suspended for all patrons owing \$10 or more. Privileges are reinstated when fines are paid in full.

Graduate Study Rooms

Once an item becomes one (1) day overdue, a \$75 lost item replacement fee is assessed. The fee is credited when the item is returned.

Suspension

Library privileges (checkouts and renewals) are automatically suspended for all patrons owing \$10 or more. Privileges are reinstated when fines are paid in full.

Lost Item Replacement

Two options are available for replacing lost items.

Options include:

- Pay the in-print price, or
- Provide a replacement item

Eligible items for reduced price or replacement*.

- General circulating books
- Course Reserve books
- Curriculum items
- Government Documents

- Media items

* Reduced price and replacements require prior approval.

Theses, dissertations, graduate locker keys, and graduate study room keys are not eligible for a reduced price or replacement.

Laptops and other equipment are not eligible for a reduced price. Replacement must be approved by IRT.

Theft or damage to Library items are subject to prosecution by provision of the California Education Code.

Academic Holds

In addition to a suspension of Library privileges, students owing \$10 or more will have a hold placed on their academic record until the fine is paid in full. UC, Davis and other CSU students will have holds placed on their academic records at their home campus.

Academic holds may take 24-48 hours to release once a fine has been paid.

Collections

After 30 days, unpaid fines over \$70 are forwarded to the Student Financial Services Center for collections. In addition to the fines owed to the Library, additional collection costs and fees may be due.

Refunds

The lost item replacement fee may be refunded if the item is returned within one (1) year of payment. Overdue fees are non-refundable.

Updated: 6/17