



Sacramento State University Library User Services and Media Departments *Checkout & Overdue Fine Policy*

Loan Limits

The total number of items checked out is based on the patron's status:

- Undergraduate students: 50 items
- Graduate students: 75 items
- Full & Part-time faculty: 100 items
- Staff/Administrator: 100 items
- Community users: 15 items

In addition, loan limits are set for the following item types:

	<i>Media Items</i>	<i>Media Equipment</i>	<i>Course Reserve</i>	<i>Study Rooms</i>
Undergraduate students	5 items	5 items	2 items	1 Family
Graduate students	5 items	5 items	2 items	1 Family or Graduate
Full & Part-time faculty	10 items	5 items	Not available	Not available
Staff/Administrator	10 items	5 items	Not available	Not available
Community users	5 items	5 items	Not available	Not available

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: 21-day loan

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

Media

Media items include audio and video items checked out from the Library Media Center:

- Educational films: 24-hour loan (students)
1-week loan (faculty, staff, administrators)
2-hour loan (community)
- Feature films: 1-week loan
- All other media: 4-week loan

Media items are not eligible for automatic renewals and cannot be renewed online. Renewals at the Media Center desk are subject to availability.

Course Reserves

Course reserve items are available for student check out. Faculty, staff, and administrators may request a loan exception at the User Services or Media Center Desk.

Course reserve items are checked out for a 1-hour, 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.

Study Rooms

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.

Family Study Room

A family study room key is checked out to parents for up to a 4-hour loan period. At least one child must be present at the time of checkout. All keys are due back at closing.

Multimedia Rooms

Multimedia rooms are checked out from the Library Media Center desk up to a 2-hour loan period. Multimedia rooms are designed for use of the Library Media Center collections.

Study rooms are not eligible for automatic renewals and cannot be renewed online. Renewals at the desk are subject to the availability.

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.

CSU+

CSU+ is a service that students, faculty, staff, and administrators may use to borrow books and media from other California State University campuses.

CSU+ items are checked out for a 30 or 60-day loan.

CSU+ items are not eligible for renewal.

Interlibrary Loan (ILLiad) Items

Interlibrary Loan is a service students, faculty, staff, and administrators may use to borrow books and media from libraries outside the California State University system.

Interlibrary Loan items are checked out for a 21-day loan.

Interlibrary Loan item renewals are subject to the lending library restrictions. If available, renewals may be requested through ILLiad.

Overdue Fines/Account Suspension

Regular Circulating Items

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.

Media

Fines

Once an item becomes 7 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.

Study Aids

Fines

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

Fines

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.

Study Rooms

Fines

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.

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.

CSU+ Items

Fines

Once an item becomes 15 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.

Interlibrary Loan (ILLiad) Items

Fines

Once an item becomes 30 days overdue, a default \$90 lost item replacement fee* is assessed. The fee is credited when the item is returned.

*Note: The actual replacement cost of the item is set by the lending library and may be higher or lower than the default.

Suspension

Library privileges (checkouts and renewals) are suspended when an item becomes 21 days overdue. In addition, a hold is placed on the student's academic record. Privileges are reinstated and the hold cleared when the item is returned.

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
- Study Aids

* Reduced price and replacements require prior approval.

Interlibrary Loan item replacement prices are determined by the lending library. CSU+ and Interlibrary Loan item replacements must be approved by the lending library.

Theses, dissertations, graduate locker keys, and 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 Bursar's Office 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.

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