



## **Sacramento State University Library**

### ***Overdue Fines & Lost Item Policy***

#### ***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 one (1) day overdue are assessed a \$10.00 overdue fine. When 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.

Suspension of course reserve privileges will block automatic and online renewals of regular circulating materials. Privileges are reinstated when fines are paid in full.

#### ***Student Conduct***

Students with outstanding course reserve loans (7 days or more overdue) will be referred to the Office of Student Conduct for mediation and resolution of fines and overdue 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***

Equipment returned late will be assessed a \$10 overdue fine.

Unreturned equipment is billed a minimum replacement cost of \$2,000.00.

### ***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.

## ***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 15 days overdue, a \$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 \$90.

#### ***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 \$90 lost item replacement fee, 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 (*excludes CSU+/Interlibrary Loan [ILLiad] items*). Overdue fees are non-refundable.

## **Payments**

All library fines must be paid at the Library Service Desk, located on the 1<sup>st</sup> floor of the library. The Library only accepts payments in-person via OneCard or Courtesy Card. You can deposit cash to your OneCard, or purchase a Courtesy Card at the Library's Value Transfer Station near the 1<sup>st</sup> floor Service Desk.

Payment acceptance stops at 9 p.m. or one (1) hour prior to closing.

If you have questions about fines that you owe, please contact the Library at (916) 278-6708 or [lib-userservices@csus.edu](mailto:lib-userservices@csus.edu).

You can also visit the Library Service Desk to ask your questions in person.