



## Administrative Procedure 4045 College Library Fines

Fines are imposed to assure the timely return of materials needed by students. Students and citizens with unpaid fines or overdue materials will be denied library borrowing privileges, financial aid checks, grade/ transcript release and/or registration.

A fine and overdue list will be submitted to the Business Office at the end of each month. Simultaneously, students will be notified by the library via their West Hills College email account of any fines that are due.

In the event a student or citizen has already been charged for a lost book(s), video(s), or graphic calculator(s) and the book(s), video(s), or graphic calculator(s) is/are returned, the lost book(s), video(s), or graphic calculator(s) charge will be voided and the applicable processing fee shall be paid by the student or citizen.

Fines will be assessed as follows:

Books	.25 cents per day, per item (Not to exceed \$20 per item, per incident)
Reserve Items (2 hours)	.25 cents per hour, per item
Audio/Video Tapes	\$5 per day, per item (Not to exceed \$25 per item, per incident)
Graphic Calculator	\$5 per day, per item (Not to exceed \$20 per item, per incident) \$150 (current replacement cost) \$25 Processing Fee
Lost or damaged items	Cost of book (per vendor price) \$10 Processing Fee (non-refundable)

Board approval date: 4/22/97

Board approval date: 6/19/00

Board approval date: 6/28/05