



Policy No: 5009

**Title of Policy:** Library Fines and Fees Policy

**Policy (check one):** New  Revised  Reformatted

**Applies to (check all that apply):**

Faculty  Staff  Students

Division/Department  College

**Topic/Issue:**

This policy is intended to outline Library fines and fees at Baltimore City Community College.

**Background to Issue/Rationale for Policy:**

The purpose of this policy is to:

- Ensure that library resources lent to Students, Faculty and Staff are returned promptly so that they are available to other members of the BCCC community.
- Generate funds for the replacement of unreturned or damaged resources.
- Charge realistic replacement costs for expensive textbook resources.

Of the 12,462 resources (books and media) borrowed in the last two years, from fall 2011 to Spring 2013, 318 Items were never returned. The lost rate was 0.25%. Currently, students are charged a maximum of \$60.00 per item for unreturned materials. The average cost of an academic book as listed in the Library and Book Trade Almanac, 2012 was \$90.00. In 2012, the average price for a new paper textbook was over \$82, up from \$57 in 2006. Many texts exceed the average price, especially in the areas of science and allied health. Fines paid for overdue materials and lost book fees are returned to the Library in the following fiscal year and used to purchase replacement items.

Currently, Faculty and Staff may borrow materials for the semester unless they are reserve items. We are not charging Faculty and Staff for overdue or lost items. In the last two years, Faculty and Staff have borrowed 138 items that were not returned. In consultation with Financial Services, there is a process for charging Faculty and Staff for lost materials.

**State/Federal Regulatory Requirements (cite if applicable):**

§13B02.02.18-A (2) (a) of the Maryland Higher Education Commission, Annotated Code of Maryland

“A library/learning resources center’s program and services shall: Be available to students, faculty and the community, as appropriate”

**Policy Language:**

It is the policy of Baltimore City Community College to charge appropriate Library charges to Students, Faculty and Staff for overdue resources and for replacement costs of unreturned or damaged items.

Library privileges will be suspended if a patron has overdue materials past the due date and grace period.

Overdue fines and lost or damaged item fees incurred by students will be reported to the Bursar office (Student Accounting.) Lost or damaged fees incurred by Faculty and Staff will be reported to Financial Services. College policies and procedures for collecting debts will be followed.

**Implementation Date:** June 24, 2014

**Proposed by:** Interim Vice President of Academic Affairs  
Vice President/Senior Staff Member

**Approved by the Board of Trustees:** June 24, 2014

**Originator/Division:** Academic Affairs

***\*This policy once approved by the Board of Trustees supersedes all other policies.***