



Procedures No: 5009

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

Procedure (check one): New Revised _____ Reformatted _____

Applies to (check all that apply):

Faculty _____ **Staff** _____ **Students** _____

Division/Department _____ **College**

Topic/Issue:

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

Background to Issue/Rationale for Procedure:

The purpose of this procedure 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):
(For procedures, cite appropriate approved College Policy addressed)

§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”

Procedural Language:

Registered students and current faculty and staff members with a valid BCCC ID card may borrow resources from the Library collection of books, media, reserve materials and equipment. Loan and grace periods and related fines for overdue materials are summarized below.

Materials	Loan Length	Grace Period	Overdue Fine	Replacement Cost
Books and Media	28 days	8 days	\$.25 per day	\$90.00*
Reserve Items	7 days	4 days	\$.50 per day	Cost of the Item
Reserve items Textbooks	3 day	2 days	\$.1.00 per day	Cost of the Text
Reserve items Overnight Textbooks	Due next day by 6 p.m.	None	\$10.00 per day	Cost of the Text
Library Use Only Textbooks	2 hours	1 hour	\$4.00 per hour	Cost of the Text
Laptops	2 hours	1 hour	\$4.00 per hour	Cost of the Item
Faculty and Staff Loans	Last day of semester	8 days	\$.25 per day	\$90.00*

*Average cost of academic book as listed in the Library and Book Trade Almanac, 2012.

Overdue fines are capped at the cost of the item.

An Overdue report is generated weekly. A search is made for each overdue title to verify that it has not been returned. Students, Faculty and Staff are sent an overdue notice two weeks after the due date and a second notice is sent two weeks after the first. SIRSI, the Library Management System, automatically suspends borrowing privileges for students with overdue materials.

Once the final notice is sent to students, the Head of Circulation manually posts a replacement cost of the material for each overdue item to the student’s SOARS account. All overdue fines and lost material fees are paid through the cashier, and credited to the student’s account on SOARS.

Any library obligations remain on the student's SOAR account until paid. The library does not receive a notice of payment. The Head of Circulation reviews student obligations several times during the semester to reconcile Student SOAR accounts. Students can bring proof of payment to the library to have their library privileges restored.

When students attempt to register for classes, obtain transcripts, graduate, or any other activity that occurs through Student Services, their obligation on SOARS will prevent them from completing the activity. Students often return missing items or pay the missing item fees at this time. Financial Aid can be used to cover outstanding financial obligations including library fines and fees.

Student Accounting Office manages the collections of any outstanding obligation and follows a procedure for using a collection agency.

Faculty and Staff with overdue materials also receive two notices. The Head of Circulation also contacts Faculty via e-mail before the end of the faculty contract period. If there is no response, or if the staff or if the Faculty or Staff member is no longer working for the College, the Head of Circulation sends the information to Financial Services. College policies and procedures for collecting debts will be followed.

The Coordinator of Library Collection Services determines on an annual basis, the replacement cost of library materials by verifying current cost against online book vendors.

Implementation Date: June 24, 2014

Proposed by: Interim Vice President for Academic Affairs

Originator/Division: Academic Affairs