

Title of Policy: Library Fines and Fees Policy

Policy (check one): New Revised

Applies to (check all that apply):

Faculty **Staff** **Students**

Division/Department **College**

Purpose

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

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 replacement costs for textbook and other resources.

The policy is based on State/Federal Regulatory Requirements §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 Students, Faculty and Staff for replacement costs of unreturned or damaged items.

Overdue fines and lost or damaged item fees incurred by students will be reported to the Finance Office. Lost or damaged fees incurred by Faculty and Staff will be reported to the Finance Office. College policies and procedures for collecting debts will be followed.

Implementation Date: June 24, 2014; March 14, 2024

Originator/Division: Academic Affairs

Approved by the Board of Trustees: June 24, 2014; March 14, 2024

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