



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **EDAA-1      Processing of Library Fines and Lost or Damaged Library Material Charges**

**APPROVED:** March 28, 1980    **REVISED:** December 6, 2013  
Year of last review: 2021

**AUTHORIZING BOARD POLICY:** EDAA

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

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**OBJECTIVE:** To provide a process for assessing fines for overdue materials and for billing users for lost or damaged library materials.

#### **PROCEDURE:**

##### **I. Delinquent Materials**

- A. Library materials become due on the date due indicated on each library item.

Books	3 weeks
Audiovisual Material	1 week

- B. The fine for delinquent (overdue) materials is \$.25 per day per item to a maximum of \$10.00 per item.

Library users will have a four (4) day grace period per item from the date due before a fine is assessed. If the item is not returned within the grace period, the four (4) day grace period will be included in the fine assessment when the item is returned.

The collected fines will be credited to the College Institutional Library Fund account.

- C. Overdue notices will be sent two weeks after an item(s) is due.

Forty (40) days after the item(s) due date, the Public Service Supervisors will notify the Accounts Receivable Supervisor to place the user's registration and graduation records on hold until charges are settled.

Users with overdue item(s) or overdue charges will not be allowed to check out additional items.

- D. Faculty\* and staff are not assessed overdue fines but will be sent overdue notices.

##### **II. Lost/Damaged Library Material Charges**

- A. The charge for lost library items or materials returned damaged beyond normal wear and tear will be the cost of each item reflected in the item record plus a \$10.00 per item non-refundable processing fee. The collected charges will be credited to the Library Materials Replacement Fund (S12290). Each spring during the budget development process, the Library Technical Services Department (LTS) will inform the Head Librarians about the amounts for distribution. These amounts will be taken into consideration in the development of the following year's budget. The funds will be distributed according to the following formula:

Valle Verde Library	39%
Rio Grande Library	19%
Transmountain Library	19%
Mission del Paso Library	9%
Northwest Library	9%
Technical Services	5% (For supplies)

Gift items will be assigned a price by LTS.

\* Note: The word "faculty" denotes instructors, counselors and librarians.

Materials overdue for more than a year from the billing date are considered outdated and the user will be responsible for the replacement cost plus the processing fee. Materials returned after one year from the date the fine was originally paid will be considered outdated and not eligible for a refund.

Faculty and staff will be charged the cost of lost or damaged materials plus a non-refundable \$10.00 processing fee per item.

- B. Library items are considered damaged beyond use if the item(s) are returned with obvious signs of damage such as, but not limited to, the following:

1. Liquid damage
2. Torn covers or pages
3. Marked or underlined pages
4. Torn binding
5. Missing or damaged audiovisual materials

Users returning library items damaged, but still usable, will be assessed a repair fee of no less than \$5.00. The Head Librarian of the lending library will make this determination. The collected fees will be credited to the Library Materials Replacement Fund.

### III. Ramifications of Delinquent Status

- A. A user with a delinquent record will not be allowed to check out additional item(s) until the overdue materials are either returned or paid.
- B. A user with a delinquent record will not be allowed to register for classes or receive official copies of his/her transcript.
- C. A user with a delinquent record will not be allowed to graduate from the College.
- D. Head librarians will send a list of faculty members with outstanding library item(s) to Deans/Directors after attempts to get the materials back have been unsuccessful.
- E. The College's Accounts Receivable Department may employ collections procedures to include referring a user's account to a collection agency for payment resolution after account remains unpaid for more than one year.