Clayton State University Library

Policy Name: Library Fees

Effective Date: August 8, 2016

Review Date: August 7, 2019

Policy

It is the policy of the Clayton State University Library to hold users responsible for items that are lost or damaged while in their possession. Replacement and processing fees are assessed when an overdue item has been declared lost by the library, an item has been declared lost by the user, or when an item is returned in a damaged condition.

- Library users are billed for replacement at 30 days overdue for circulating books and non-print materials. Users are billed for replacement at 24 hours overdue for equipment and course reserves materials.
- If the actual cost paid for the item by the Clayton State Library is available in the Circulation management system, then the charge is that cost plus a non-refundable $10.00 processing fee.
- If the actual cost paid is not available, then a flat fee is charged based on the type of material plus a non-refundable $10.00 processing fee.
    - Circulating Books $45.00
    - Non-Print Materials $30.00
    - Equipment $120.00
    - Course Reserves $120.00
    - Laptops $400.00
- Replacement items are not accepted in lieu of payment.
- A Banner hold is placed on student, faculty, and staff accounts when an overdue item is declared lost, blocking access to resources and services including:
    - Check out of materials
    - Study room usage
    - Equipment usage
    - GIL Express
    - Interlibrary Loan
- In addition to loss of services described above, a Banner hold will prohibit students from registering for classes, obtaining their degree, or ordering transcripts. Faculty and staff must return all library materials and pay any outstanding library fees for their records to be cleared prior to leaving employment.
- Clayton State University Library reserves the right to change its fee structure without prior notice.

ANSWERS. MADE REAL.

Equipment Policy Notice

- The Library reserves the right to block equipment use privileges to anyone who is repeatedly late in returning equipment or who has exhibited a pattern of misuse of equipment according to a three-strike system:

  First Strike: User is blocked from checking out items and a Banner hold is placed on the user's account. If the item is returned, the user must pay the $10 processing fee. When payment is received the Banner hold will be removed and the user can continue to check out items.

  Second Strike: User is blocked from checking out items and a Banner hold is placed on the user's account. If the user returns the item, they must pay the $10 processing fee to the Circulation Supervisor directly and the Circulation Supervisor will review the library's Equipment Use Policy with the user. The Circulation Supervisor will remove the Banner hold and the user can continue to check out items.

  Third Strike: User is blocked from checking out items until the end of the semester and a Banner hold is placed on the user's account. Only the Dean of Libraries can authorize that the block be removed before the end of the semester. If the user returns the item, they must pay the $10 processing fee to the Circulation Supervisor. The user must meet with the Dean of Libraries before the Banner hold can be removed.

  Repeat offenders: Users who have more than two strikes must repeat step three until the Dean of Libraries decides otherwise.

Definitions

Lost – a circulating book or non-print material that is more than 30 days overdue; a piece of equipment or course reserves material that is more than 24 hours overdue; an item a user is unable to locate and return to the library

Damaged – an item returned in a condition that affects the content of the item or its ability to be used by other patrons when the condition cannot be attributed to normal wear

Non-Print Materials – includes but is not limited to CDs, DVDs, VHS tapes, etc.

Equipment – includes but is not limited to adapters, chargers, DVD players, headphones, laptops, webcams, etc.

Course Reserves – an item placed on reserve for a specific course with a short-term loan (2-hour, 1-day, and 7-day)

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