

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


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| Procedure Title: Library District Procedure for Library Fees and Fines | <u>Number</u> 308 |
| Related Policy: Policy 3.004 - Student Fees and Tuition | <u>Page</u> Page 1 of 1 |

I. Purpose

To establish procedures for library fees and fines.

II. Procedure

- A. Students and the general public are able to use library resources free of charge with initial library cards not having a cost. Some resources, due to restrictions placed by their funding sources, are limited to student use only.
- B. Student ID cards are their library cards. No additional cost is applied to students to use the library. Initial library cards are free for community users. Community users will be charged \$5 for replacement library cards.
- C. Lost and Damaged Materials Fines
 - 1. When an item becomes one (1) month overdue, the item will be declared lost. The cost to replace the item will be assessed to the borrower.
 - 2. When materials on loan are returned physically damaged, the borrower is responsible for the cost of the material or the cost of repair. The cost to be assessed will be the actual cost.
- D. If an individual returns library material for which they have paid the replacement cost within four (4) months of payment, a refund will be requested from Student Financial Services for the replacement cost minus a \$25.00 processing fee.
- E. The lost and damaged fines will be entered into the library collection system and into Workday on the account of student borrowers.

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| Responsible Official: Vice President, Academic and Student Affairs | |
| President's Signature:  | Date: 03/13/2024 |