

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: OVERDUE LIBRARY MATERIALS

The purpose of this policy is to assure the maximum availability of resources for our customers.

The student who borrows library material is responsible for the return of the material.

All library materials are to be returned by the due date.

An overdue charge will be assessed for any materials returned after the due date.

- Regular 14-day materials = \$.25 per day
- Overnight materials = \$2.00 per day

A replacement charge will be assessed for any materials not returned.

- If an item is lost, the replacement price, plus a \$10.00 processing fee, is charged.
- If an out-of-date item is lost, the replacement price, plus a \$25.00 processing fee, is charged.

Materials that are damaged will have the extent of the damage evaluated by the librarian. As a general guide:

- If the item is usable a \$10.00 fine will be charged.
- If the item is not usable the replacement charges will be assessed as if the item were lost.

Students with overdue materials are prohibited from checking out any additional materials until the previous materials are returned and all overdue and/or replacement charges are paid.

Approved By: _____ Date: 1/18/02

Effective Date: 9/9/1996

Review/Revision Dates 2/00; 1/02; 1/05

Responsible Committee: Library Committee