

## Mt. San Antonio College Library Policy

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### Overdue, Assumed Lost, and Damaged Library Materials Banner Nonfinancial Obligations 2 November 2009



An email is sent two days before an item is due reminding students of an upcoming due date. Students may renew items online one time before the due date.



Fines are not collected for overdue materials. Email notices are sent five and ten days after an item is due informing students of the overdue status. Students may continue to check-out items from the Reserve Collection, but may no longer check-out items from the Library for home use. Online renewal is no longer an option.



When items are 28 days overdue, the Library shelves are searched to ensure that materials have not been returned. At 30 days overdue, an email is sent notifying students of the material's assumed lost status and the campus-wide block preventing registration and obtaining transcripts and grades. The nonfinancial obligation remains until the assumed lost items are returned to the Library or the student has consulted with the Dean of the Library and Learning Resources Division or the Library Department Chair and resolution is reached.



A Banner nonfinancial obligation may be placed on a student's record for Library materials returned damaged. The Library considers damages to include water or moisture damage including mold, torn and defaced pages, broken spines and covers, and any damage that prevents the use of the item by other students. Damaged materials are assessed by a librarian. It is a student's responsibility to inspect items and notify library staff of any damages before checking the item out of the library. If damages occur, students should contact the library staff and make arrangements to discuss possible resolutions with the Dean of the Library and Learning Resources Division or the Library Department Chair.

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