



Overdue, Assumed Lost, and Damaged Library Materials Policy

The Library does not collect fines for overdue items. However, items 30 days overdue may trigger a campus-wide hold preventing registration.

Before Due Date

An email is sent two days before an item is due reminding Library users of an upcoming due date. Eligible items may be renewed once through Library accounts before the due date.

Due Date and After

- 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 other items from the Library.
- 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 hold, which prevents registration. The hold remains until the assumed lost items are returned to the Library or the student has consulted with the Library Department Chair or the Dean of the Library, Learning Resources & Distance Learning Division, and a resolution is reached.
- A hold 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, missing pieces to a set, and any damage that prevents that 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. If damages occur, students should contact the library staff and make arrangements to discuss possible resolutions with Library Department Chair or the Dean of the Library, Learning Resources & Distance Learning Division.

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