POLICY:
UNIVERSITY LIBRARY FINES, FEES AND CHARGES

Purpose: Explain the circumstances under which the University will impose fines, fees and charges upon Library borrowers

Responsible Executive: SDVC
Responsible Office: University Library
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1 PURPOSE

The purpose of the Fines, Fees and Charges Policy is to:

- Explain the circumstances under which the University will impose fines, fees and charges upon University Library borrowers;
- Set the rates for these fines, fees and charges; and
- Explain how challenges to the imposition of fines, fees and charges are to be dealt with.

2 FINES, FEES AND CHARGES ASSOCIATED WITH BORROWING

University Library materials are loaned to designated individuals who are entitled to University Library membership (as defined in the University policy entitled Policy: Borrowing from the University Library) and on the understanding that:

- The materials borrowed are returned to the University Library before closing time on the date they were due to be returned;
- The materials are returned in the condition in which they were loaned, allowing for normal wear and tear; and
- Any items on loan are for the duration of that loan the sole responsibility of the person who borrowed them, regardless of who they may subsequently loan the materials to.

Fines, Fees and Charges are mechanisms for dealing with situations in which University Library materials are either returned late (thereby denying them to other borrowers), damaged by the borrower or not returned at all.

3 FINE RATES

All University Library materials returned after the designated due date will attract a fine. Fines are levied as a mechanism for encouraging fair and equitable access to University Library materials.

All borrowers other than Academic Staff are required to pay fines on items returned late.

- Reserve Collection items attract a fine of $2.00 per hour;
- All other borrow-able items attract a fine of $1.00 per day.
- Fines can only accrue to a maximum of 28 days for a standard loan or 24 hours for a reserve item (where 24 hours is defined as hours the library is open to students rather than ‘clock’ hours), at which point the item will considered to be lost and the borrower invoiced for the full replacement cost and an administrative fee of $25.00 per item.
4 IMPACT OF FINES, FEES AND CHARGES

Borrowers are entitled to continue to borrow from the University Library while the balance of Fines, Fees and Charges outstanding is below $20.00 in total. The University will not accept payment of balances below the $20 threshold.

At such time as the balance reaches $20.00 University Library borrowing privileges will be withdrawn until such time as the outstanding Fines, Fees and Charges balance is reduced to $0.00. In accordance with the Section 4.3 of the University’s General Regulations an outstanding Fines, Fees and Charges balance in excess of $20.00 may prevent the release of end of semester results and final academic transcripts.

5 WAIVER OF FINES, FEES AND CHARGES

University Library managers have the discretion to waive Fines, Fees and Charges where they are convinced that there is a reasonable basis to do so.

6 LOST OR DAMAGED ITEMS

Standard loan items not returned within 28 days of the due date will automatically considered ‘lost’ and the Library will commence action to charge the borrower for the full replacement cost of the item (this will commence at 24 hours for a Reserve loan).

The library will replace the item and where the item cannot be directly replaced it will be replaced by a similar item (e.g the latest edition of an item). The manager of each library will determine what constitutes a similar item.
Each lost item will attract a standard ‘administrative charge’ of $25 per item. This charge is intended to contribute to the cost involved in obtaining a replacement for the lost item. The University’s Finance Department will issue the invoice for the costs associated with lost items and will pursue the recovery of this debt. Once an invoice is issued the ‘administrative charge’ of $25 per item will stand even if the item in question is subsequently returned. In cases where a ‘lost’ item(s) is returned the borrower will also be liable for the fine payable for the late return of that item(s).

Borrowers with a lost item on their borrowing record will be blocked from further borrowing from the Library until the invoice is issued. A lost item on a borrowing will also prevent the release of end of semester results and final academic transcripts.