

# SBCC Luria Library

## Lending and Fine Policy

Type	Patron	Loan Period	Renewal	Fine	Limit
Main Collection (including Paperback Collection)	Students and Community Borrowers	15 days	5	\$0.20/day \$10.00 maximum fine. Lost books pay full fine + cost of replacement + \$5.00 processing fee	25
	Faculty & Staff	1 semester	1 **	None	
Magazines (not current issue)	All patrons	7 days	5	\$0.10/day \$2.00 max. fine. Lost magazines pay full fine + cost of replacement.	
Reserve Collection	All patrons	2 hour and Overnight	no limit unless hold placed by another patron	\$1.00/hour \$24.00 maximum fine. Lost reserve materials pay full fine + cost of replacement + \$5.00 processing fee (except faculty & staff) ***	
Audio Books	All patrons	15 days	1	\$0.20/day \$10.00 maximum fine. Lost books pay full fine + cost of replacement + \$5.00 processing fee (except faculty & staff)	
Archives Collection	Students, Faculty & Staff	Overnight	0	Lent on a case-by-case basis	2
Interlibrary Loan	Students, Faculty & Staff	Varies	0	\$1.00/day \$24.00 maximum fine.	
Reference Collection	Students, Faculty & Staff	Overnight	0	Lent on a case-by-case basis	2
Pamphlets	All patrons	7 days	5	\$0.10/day \$2.00 max. fine.	

\*\* Faculty and staff who need materials beyond two semesters should contact the Library Director.

### Fine Procedures

Students who generate a fine in excess of \$5.00 will have a block placed on their school records. Payments must be made in the Cashiers Office during normal business hours. Students will not be prevented from borrowing materials if they owe money, but it is their responsibility to be aware of fines and make the payments.

Please note, materials damaged beyond repair will be billed for full replacement costs.

\*\*\* Reserve books in 'lost' or 'billed' status (usually 1-week pas the due date/time) will not be issued a refund for billed items, even if the item is returned.