



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER L-6

PAGE 1 OF 4

INITIALS RH

TITLE: LIBRARY FINES POLICY

EFFECTIVE DATE: June 1, 1997
(replacing the policy dated July 1, 1996)

AUTHORITY: Board of Regents

Purpose

The Library Fines Policy is intended primarily as a deterrent to late or non-return of material. The objective is the maintenance of an available resource to all members of the University community. The staff of the Library are focused on providing this resource. The cooperation of all users in reducing unnecessary administrative work of staff related to late or unreturned books would be greatly appreciated.

Scope

This policy and the procedures and regulations described herein apply to all persons with borrowing privileges at The University of Winnipeg Library.

Responsibility

The Vice-President (Academic) is responsible for the administration, communication and interpretation of this policy.

Loan Periods

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|--|----------|
| Employees and retirees | 120 days |
| Students enrolled in the Joint Masters Programs, the Faculty of Theology, or other graduate students working under the direct supervision of a University of Winnipeg faculty member | 60 days |
| Students, alumni, reciprocal borrowers and special borrowers | 30 days |

Renewals

Ten (10) days prior to the due date, all borrowers may renew borrowed items, one time only, without bringing those items to the Library, unless an item is required by another borrower. Subsequent renewals require presentation of the materials to be renewed at the Circulation Desk.



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER L-6

PAGE 2 OF 4

INITIALS RH

TITLE: LIBRARY FINES POLICY

Borrowers' Responsibilities

- agree to abide by Library policies
- pay all fines and any costs incurred (e.g., damaged or lost materials, NSF cheques, etc.)
- notify the Library Circulation Department immediately upon change of address
- report immediately to the Circulation Supervisor any perceived errors in their notices

Fines

| | |
|----------------------------|---|
| Stack books | \$0.50 per day to a maximum of \$15.00 per item |
| Recalled stack books | \$1.00 per day to a maximum of \$15.00 per item |
| Reserve materials | \$0.50 per hour to a maximum of \$25.00 per item |
| One-hour reserve materials | \$0.50 per half hour to a maximum of \$25.00 per item |
| Serials | \$1.00 per day to a maximum of \$15.00 per item |

The fine for overdue stack books will be effective following a seven (7) day grace period (excluding weekends and holidays) and will then accumulate retroactively to the due date until the material is returned or the maximum is reached. There is no grace period for reserve materials or recalled stack books. Interest at the rate of 1.5 % per month compounded monthly, retroactive to the date of the final notice, may be applied to accounts overdue by thirty (30) days or longer.

If a fine is paid by cheque, there will be a delay of fifteen (15) days before the Library hold is released. A charge will be applied to each NSF cheque (currently \$15.00).

Fines may not be charged to University accounts (e.g., Travel and Professional Development (TPDA), research grants, etc.).

Suspension of Borrowing Privileges

As soon as an item is overdue, all Library borrowing privileges are suspended. Overdue notices will be generated every seven (7) days until the third notice, which is clearly marked FINAL NOTICE. Fines must be paid in full before borrowing privileges are re-instated.



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER L-6

PAGE 3 OF 4

INITIALS RK

TITLE: LIBRARY FINES POLICY

Delinquent Accounts

Following the THIRD and FINAL NOTICE an invoice will be issued.

An account includes all accrued fines, the replacement cost of the book(s), and a \$10.00 per item processing fee. Accounts which remain overdue ten (10) working days after the invoice has been sent shall be subject to the following treatment:

| | |
|---|---|
| Students who have returned overdue books but who have not paid the fines | Library hold placed on student record. Account may be forwarded to a collection agency. |
| Students who have not returned overdue books or paid the fines | Library hold placed on student record. Account may be forwarded to a collection agency. |
| Employees and retirees | Account forwarded to the Controller for further action. |
| Reciprocal borrowers (e.g., UM, RRCC, and the Bible Colleges) and Collegiate students | Letter sent to the appropriate administrative officer requesting a hold on the borrower's file. Account may be forwarded to a collection agency. For high schools, direct billing to the school, and/or other action. |
| Special borrowers, alumni, and others | Account may be forwarded to a collection agency. |

Lost or Damaged Items

When a book is reported lost, an invoice, including all accrued fines, the replacement cost, and a \$10.00 per item processing fee, will be issued within seven (7) days. When a book is returned in a damaged condition, replacement or repair costs will be assessed and an invoice will be issued within seven (7) days. The borrower will then have thirty (30) days to settle the account, after which it may be forwarded to a collection agency or, in the case of employees, to the Controller.



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER L-6

PAGE 4 OF 4

INITIALS RK

TITLE: LIBRARY FINES POLICY

Any borrower who returns an item within thirty (30) days of having paid the replacement costs may apply for a refund. The processing charge is not refundable. All refunds will be made by cheque. If the borrower paid by cheque, the refund would not be processed until fifteen (15) days following the date of payment.

Appeals

An appeal must be filed within ten (10) days of the date of the invoice. To appeal a library fine, a borrower must first pay the fine in full and then file the appeal at the Office of the University Librarian. An appeal fee of \$30.00 will be levied, refundable if the appeal is successful.

Once an appeal is filed, the Library Fines Appeals Committee will be duly constituted. The Committee will consist of representatives from the Library, faculty, staff, and students. The decision of the Library Fines Appeals Committee is final.

Payment Plans

Accounts greater than \$25.00 may be paid by installments. The borrower must contact the Associate Librarian within ten (10) days of the date on the invoice. With the approval of the Associate Librarian, or designate, the initial payment of any agreed upon payment plan must be a minimum of 25% of the total owing, with the balance to be paid in accordance with the agreement. Borrowing privileges may remain suspended with library holds remaining in effect until the balance has been paid in full. A record of this agreement will be forwarded to the Circulation Desk and all payments are to be made there.

Borrowers failing to fulfill the terms of their payment plans may have their accounts forwarded to a collection agency.

Policy Review and Revisions

Revisions to this policy will be reviewed by the University Library Committee before being considered by the Board of Regents for approval.

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Approved - Board of Regents
May 26, 1997