

LIBRARY POLICY: OVERDUE FINES, FEES & LOST ITEMS

Patron Responsibility:

THE PATRON, THE LIBRARY CARD HOLDER, IS RESPONSIBLE FOR THE CARE AND RETURN OF MATERIALS CHECKED OUT FROM THE LIBRARY. IF A MINOR HAS MATERIALS CHECKED OUT, THE PARENT OR GUARDIAN IS RESPONSIBLE.

PATRONS ARE RESPONSIBLE TO MAINTAIN THE LIBRARY MATERIALS THEY CHECK OUT OF THE LIBRARY, THEY MUST REMAIN IN A REASONABLE CONDITION DURING THE TIME THEY ARE CHECKED OUT. REASONABLE CONDITION IS DEFINED AS: NORMAL WARE AND USAGE. PATRONS WHO INTENTIONALLY WRITE UPON, INJURE, DEFACE, TEAR, CUT, MUTILATE, DESTROY OR OTHERWISE DAMAGE LIBRARY MATERIALS WILL BE BILLED FOR THE REPLACEMENT COSTS OF THE ITEM.

STUDENTS, FACULTY AND STAFF ARE RESPONSIBLE FOR PAYING THEIR OWN FINES AND FEES TO THE UNIVERSITY OF OREGON LIBRARIES. THEY CAN BE PAID AT THE U OF O BUSINESS OFFICE IN OREGON HALL.

Charges:

THERE WILL BE NO DAILY FINE FOR THE FIRST 30 DAYS AFTER THE DUE DATE OF THE BOOK. INSTEAD THERE WILL BE A \$75.00 CHARGE, PER BOOK, AFTER THE 30 DAY GRACE PERIOD. IF AFTER THE 30 DAY PERIOD THE BOOK IS RETURNED, THE CHARGE WILL BE REDUCED TO \$25.00. IF THE BOOK IS NOT RETURNED BUT THE PATRON WOULD LIKE THE CHARGE REDUCED, THEY MUST REPLACE THE BOOK (SUBJECT TO LIBRARIAN APPROVAL) AND THE CHARGE WILL BE REDUCED TO \$25.00.

- IF THE PATRON WISHES TO RENEW THE BOOK, IT MUST BE RENEWED WITHIN THE 30 DAY PERIOD.
- PATRON IS TO PAY THE LIBRARY, AT THE END OF THE SEMESTER ALL OUTSTANDING CHARGES WILL BE TURNED OVER TO THE BUSINESS OFFICE.

THE LIBRARY IS UNDER NO OBLIGATION TO NOTIFY PATRONS OF OVERDUE LIBRARY MATERIALS; HOWEVER, AS A COURTESY, THE LIBRARY WILL SEND WRITTEN NOTICES OF OVERDUE ITEMS TO PATRONS AS THE TIME AND RESOURCES OF THE LIBRARY PERMITS.

Appealing Charges:

IF YOU BELIEVE THE LIBRARY HAS MADE AN ERROR RESULTING IN YOU BEING CHARGED OR IF YOU HAVE A SITUATION THAT THAT HAS HINDERED THE RETURN OR RENEWAL OF LIBRARY MATERIALS, YOU MAY FILE AN APPEAL IN THE LIBRARY. THE CHARGES MAY BE UPHeld, REDUCED OR WAIVED.

THE FOLLOWING REASONS ARE GENERALLY NOT REGARDED AS VALID FOR APPEALS:

- FORGETTING, NOT KNOWING OR DISAGREEING WITH THE DUE DATE, AMOUNT OF CHARGES, OR THE LIBRARY POLICY
- LOANING THE ITEM(S) TO A THIRD PARTY

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- BEING TOO BUSY OR OUT OF TOWN
- NOT RECEIVING OR READING THE COURTESY OVERDUE REMINDER
- TRANSPORTATION PROBLEMS

APPEAL FORMS ARE AVAILABLE ELECTRONICALLY OR AT THE CIRCULATION DESK. PLEASE RETURN THE FORM TO A CIRCULATION STAFF MEMBER OR AS AN EMAIL ATTACHMENT TO KHEAD@NORTHWESTCHRISTIAN.EDU.

CHARGES APPEAL FORM

DATE SUBMITTED _____

FIRST AND LAST NAME: _____

STUDENT ID #: _____

STREET/MAILING _____ ADDRESS: _____

CITY/STATE/ZIP CODE: _____

EMAIL ADDRESS: _____

APPEAL AMOUNT: \$ _____

ITEMS	YOU	WISH	TO	APPEAL:

PLEASE SELECT THE REASON FOR YOUR APPEAL:

- A FINE ON YOUR RECORD IS INCORRECT.
- AN ITEM IS STILL ON YOUR RECORD THAT YOU BELIEVE YOU HAVE BEEN RETURNED
- OTHER: PLEASE EXPLAIN IN THE SPACE PROVIDED BELOW

COMMENTS: