

## Regulations of Florida A&M University



### **3.015 Library Fines.**

(1) General Policy Statement – Circulating library resources will be charged out to faculty and staff members of the University for a loan period of 21 days. All materials are due at the end of each loan period. A “grace” period of seven (7) days is allowed before the resource is declared delinquent. A patron may request a renewal before the end of the grace period if the material is not on request by another person. No renewals will be made unless the materials and the borrower’s identification card are presented at the checkout desk.

(2) Imposition of Library Fines – Materials are due at the end of each given loan period. A grace period of seven (7) days will be allowed. Beginning with the 8th day a patron will be assessed a fine of 25¢ per day per item. When the third notice is forwarded, the cost of material is added to the fine.

(3) General Collection Procedures.

(a) A “notice”, containing delinquent items on loan, will be sent to the patron after the end of the seven (7) day grace period. Alternatives for resolving the delinquency – including a conference with the Director of Library – will be afforded the patron. If the patron does not return the materials when the first overdue notice is received, two more notices (i.e., second and third notices) will be generated at 14-day intervals.

(b) If the patron does not return the materials after the third notice, the delinquency with appropriate documentation will be sent to the University Comptroller’s Office for collection pursuant to and in accordance with applicable State Comptroller’s rules on recovery of nonsalary sums due from State officers and employees. Refer to Rules 3A-21.003, 3A-21.004 and 3A-21.005, F.A.C.