

Yavapai College Library

Fines & Fees Policy and Procedures

January 25, 2021

POLICY

Yavapai College Library patrons are responsible for all items checked out on their library card. The Library charges fees to replace lost or damaged materials.

PROCEDURES

Fines

1. Fines for overdue reserve items, juvenile literature books, equipment, and interlibrary loan items accumulate at the rate of \$1.00/day up to a maximum of \$10.00 for each item.
2. Patrons will not be allowed to borrow any material until their fines are below \$10.00 collectively across the YLN.

Fees

1. If a borrowed item is not returned or is returned damaged, the patron is responsible for its replacement cost.
2. Replacement costs are the cost of the item (what the Library paid for the title, not its current market value) plus a \$5.00 processing fee. Once payment for a lost item has been received, reimbursements cannot be issued.
3. Materials returned beyond 6 months of the due date will not be accepted back by the Library due to the weeding/replacement schedule.
4. Payments may be made in the form of a check to the owning library for interlibrary loans.
5. If the item belongs to another YLN library, or the other YC campus, payment can be made in the form of cash or a check payable to the owning library.