

## **LIBRARY FINES**

The SLU Libraries impose fines when clients do not return library materials at the end of the loan period. Fines are used to discourage clients to hold the library materials longer than the allowable loaning period so as to make the library materials available to other clients as well.

### **Procedure in Charging Overdue Fines**

#### **A. Overnight**

1. All library materials borrowed for overnight which are returned after the due date and time shall be charged accordingly.
2. The Section Head Librarians assigned in the Centralized Circulation Area (CCA) will prepare an *Overdue Slip* in triplicate copies and will require the client to sign the form with the corresponding charges (PhP17.00 per day per book). Computation of overdue fines excludes Sundays and Holidays.
3. All *Overdue Slips* will be collected and submitted to the SLU Accounting Office for appropriate action.

#### **B. One Hour Loan**

1. The client may renew borrowed library materials for another hour; however, he/she needs to return the materials physically and renew the same at the concerned library section's charging desk prior to the cut-off time. His/her SLU ID card and Borrower's Card will be left at the said section. If he/she fails to return the materials, he/she will be charged (PhP12.00 per hour per book) based on 24 hours/day.
2. All *Overdue Slips* will be collected and submitted to the SLU Accounting Office for appropriate action.

#### **C. Photoduplication**

1. Books borrowed for photoduplication are considered past due if they are not returned after an hour. The client will be charged PhP12.00 per hour per book based on 24 hours/day.
2. All *Overdue Slips* will be collected and submitted to the SLU Accounting Office for appropriate action.

#### **D. Lost or Damaged Books**

A library client who lost a book may either:

1. Replace the lost/damaged book with the same title, author, and edition, or with the latest edition. He/She shall likewise pay the processing fee and any accumulated fines; or

2. Pay the corresponding amount as determined by the University Libraries. The payment of a lost/damaged book is computed as follows:

$$[(CBP \times 25\%) \times \#Y] + PF + AF$$

- CBP = cost of book when published
- 25% = constant
- #Y = number of years from the date of publication to date
- PF = processing fee
- AF = accumulated fines

### **E. Banning**

When the library client persistently refuses to return library material/s, refuse to pay library fines or lost/damaged library material/s, he/she may be banned from using the University Libraries' collection.