

## **Late return of library resources**

The Leeds City College Library's policy is that all overdue items are subject to reminders (weekly for four weeks) in an effort to encourage returns or renewals when an item is overdue. These reminders are for informing users they have outstanding items on their account. The final reminder, sent out four weeks after an item is due back, has overdue item replacement charges added. This is the cost to the Library to replace the items now overdue. The creation of this final reminder will also result in the user's IT access being suspended within the Library. The replacement charge and suspension of Library IT access are rescinded once items are returned.

In an effort to make all users comply with return or renewal dates and overdue reminders, the Library team applies charges to outstanding accounts. These fines are applied to staff and student borrowers alike and are charged on resources and equipment.

Failure to return items on time will result in users being charged 5p a day per overdue resource and £1 per day per overdue item of equipment. The maximum fine for overdue resources is capped at £3 and for equipment the cap is £15. Charges for overnight and same day loans are also applied, the costs of which are displayed on our website. Once these maximum charges have been reached, users will have a loan stop applied to their Library account. The user's loan stop can only be rescinded once these charges have been paid.

## **Fines and cost recovery policy**

If you experience any difficulties with regards to items you have on loan and their prompt return or renewal, you should contact us. Details are typically provided on the date label found at the front library resources; alternatively, you can email us at [library@leedscitycollege.ac.uk](mailto:library@leedscitycollege.ac.uk) to discuss the matter.

As covered in the previous section failure to return or renew on time can result in the following sanctions:

- Fines accruing on overdue items
- Replacement costs being charged to users with overdue items
- Suspension of Library IT access

Outstanding bills can result in further sanctions to both staff and students as agreed via Curriculum Schools or Human Resources as appropriate.

All students with overdue items are contacted by text in the first instance whilst staff members are contacted via their college email. It is the responsibility of the user to check their text messaging and email accounts for Library reminders.

This policy covers all resources and equipment in the Library collections and is subject to periodic reviews and amendments. Items issued and charges applied are the responsibility of the account holder.