

Fines Regulations

Updated December 2022

Fines

Fines are assessed when an item is kept beyond the due date. Fines will accumulate until the overdue item is returned or the maximum fine is reached. There are no daily fines on regular loan items. The daily fine rates for other items are listed below:

Material Type	Per Item	Maximum Per Item
Hourly Loan Materials	\$2.00 /hour	\$56.00
Short Loan Materials	\$2.00 /day	\$56.00
Recalled Materials	\$4.00 /day	\$56.00

Borrowers are responsible for **all** materials logged on their account. It is the responsibility of library account holders to return all items undamaged and to monitor their accounts for suspicious activity. It is the responsibility of library account holders to keep their Identification Cards secure - items borrowed using stolen account information or ID will be the responsibility of the account holder unless the ID theft or suspicious activity was reported to the Library immediately upon discovery.

The Beryl Ivey Library Western & Affiliate Libraries, and Omni Libraries have a fines threshold of \$20.00. If a borrower has \$20.00 or less in fines, they may continue to borrow and carry out transactions. Borrowers who hold over \$20.00 in fines or an overdue recalled item, or who are otherwise indebted to The Beryl Ivey Library, will have their borrowing privileges suspended. Borrowing privileges will be reinstated when all overdue materials are returned and/or replacement fees paid and all fines and processing fees are paid. Repeated violation of borrowing rules may lead to the permanent suspension of borrowing privileges.

Materials that are overdue will be presumed to be lost according to the following timelines:

Material Type	Presumed Lost
Regular Loan Materials	After 30 days overdue
Hourly Loan Materials	After 14 days overdue
Short Loan Materials	After 14 days overdue
Recalled Materials	After 14 days overdue

Lost or damaged materials are subject to replacement fees. Lost or damaged items are billed to the borrower's account. The average item replacement cost of \$125.00 may be used in billing. The Beryl Ivey Library reserves the right to charge the actual price if the item's value is more than the average item replacement cost. Replacement costs for items owned by Western and other Affiliate Libraries may differ. Failure to rectify outstanding balances results in the sealing of academic records. Students are required to pay \$40.00 (non-refundable) to re-open their records.

Commented [KN1]: Caroline - there are two options here for wording. One maintains the previous bullet structure, and the second combines the statement with the paragraph. Do you like either of these options?

Commented [CW2R1]: I suggest we combine with the paragraph so we have one item replacement fee.

Please see the Beryl Ivey Library Access Policy for more information about borrowing privileges. For loan period information, please see the Beryl Ivey Library Loan Regulations.

Fines Payment

Fines and replacement fees may be paid in-person via debit/credit or cash during service hours at the Service Desk of the Beryl Ivey Library.

An online payment option is available to faculty, students, and staff using the “My Library Account” feature using a Visa or MasterCard.

An online payment option is available to visitors and alumni via credit card.

If an account is sealed due to outstanding library charges, the sealing fee may be paid at the Service Desk of the Beryl Ivey Library, Western Libraries, or other Affiliate Libraries, or online through the “My Library Account” feature.

Fines Appeals

Borrowers are encouraged to first discuss their situation with staff at the library that owns the item(s). Appeals for Beryl Ivey Library items may be submitted as per the Beryl Ivey Library Access Policy.