

LOYOLA MARYMOUNT UNIVERSITY
 WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Fines policy	Page 1 of 1
Policy Number: LIB-ACCESS-107	Supersedes: N/A
Effective Date: August 1, 2009	Previously Issued: N/A

1. Statement of Policy:

1.1. Depending upon the type of items checked out and borrower type, library users may accrue fines at various rates. This policy is intended to establish expectations for how accrued fines should be managed and paid.

1.2. This policy is not intended to fully enumerate all possible ways and rates at which fines may be accrued, as these are covered in the library's <Borrowing Policies> and <Tech On 2 Borrowing Policies>.

1.3. Circulation Services is responsible for this policy.

2. Definitions:

2.1. Borrowers who are subject to the accrual of fines are **undergraduate students, visitors, and semester borrowers** (e.g., graduate students).

2.2. Borrowers exempt to the accrual of fines are **academic year borrowers** (LMU faculty, teaching fellows, and staff).

3. Policies/Procedures:

3.1. Borrowers are responsible for paying their library fines throughout the semester.

3.2. Library privileges will be blocked once a threshold in fines has been accrued by a borrower. At this point, fines must be paid sufficiently to reduce the amount owed below the threshold.

3.3. Fines may be paid at the Circulation desk with OneCard Flexi Dollars, check, Visa, or MasterCard.

3.4. Before leaving the university, graduating, transferring, or withdrawing students should clear all library fines and return any checked out materials.