Fines Policies

- All library patrons (i.e., faculty, students, staff, and community members) will be charged fines for overdue materials.
- All fines must be paid in full at the library’s circulation desk or at the Bursar’s office. The library will accept cash, check, or SandDollar card for the charges. Patrons wishing to pay by credit card must pay at the Bursar’s office.
- When charges for overdue material reach $15.00, a block will be placed on the patron record to halt further borrowing until the Circulation Department removes the block.
- Students will be barred from receiving transcripts if overdue fines are not paid.

Fine Rates

Books and Government Documents - $.25 per book or government document, per day. When fines accumulate to $15.00 (60 days) a block will be placed on the patron’s borrowing privileges. The maximum amount of charges that can be accrued for each item is $50.00.

Media materials - $.50 per item, per day. When fines accumulate to $15.00 (30 days) a block will be placed on the patron’s borrowing privileges. The maximum amount of charges that can be accrued for each item is $50.00.

Reserve materials (2 day and 7 day check out) - $.50 per reserve item, per day. When fines accumulate to $15.00 (30 days) a block will be placed on the patron’s borrowing privileges. The maximum amount of charges that can be accrued for each item is $50.00.

Reserve materials (3-hour check out) - $3.00 per reserve item, per hour. When fines accumulate to $15.00 (5 hours) a block will be placed on the patron’s borrowing privileges. The maximum amount of charges that can be accrued for each item is $50.00.

Notification

Patrons with email accounts will be notified by email after the item is due and has not been returned. It is important that the library has an e-mail address that is checked frequently. Subsequent notices will be sent on a regular basis. Patrons, including faculty, may renew materials online, by phone or in person. Overdue
materials may be renewed online, unless fines have reached $15.00. At that point, patrons may call the Circulation Desk to renew overdue items.

Patrons may check the items currently on their record by going to the online catalog at [http://rattler.tamucc.edu](http://rattler.tamucc.edu), and clicking on “View your own record”. Enter name and social security number (with dashes), and a list of items and due dates on the patron’s record appears. Patrons may renew items if they are not otherwise blocked.

### Lost Items

- If an item is declared lost at the time it is due, the patrons will not accrue fines but the replacement cost and processing fee for replacement of the book must be paid or borrowing privileges will be blocked.

- Depending on when the patron declares the item as lost, the following will be paid:

  1. Before fines accrue to $50.00, the patron will pay the following:
     Fine charges + replacement cost of book + $10.00 processing fee

  2. After fines accrue to $50.00, the patrons will pay the following:
     $50.00 dollars + replacement cost of book + $10.00 processing fee

### Appeals Process

The Student Government Association (SGA) Judicial Board is responsible for adjudicating library fine appeals.

Forms to appeal library fines can be picked up at the Library’s Circulation Desk or from the Student Government Judicial Board at the Student Organization Center in the University Center, Room 204. This applies to both student and faculty fine appeals.

[Link to a PDF of Fine Appeal form](http://rattler.tamucc.edu/policy/circpolicies.html#fines)