

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	LEARNING RESOURCE MATERIAL LOANS AND FINES	Procedure Number:	6-5-104.1
Institutional Authority:	Vice President of Education and Training		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	6-5-104		

Approved:  President
 Vice President of Education and Training

Date Adopted: 07/01/2004
Date Revised: 01/24/2011

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. LOAN PERIODS AND RENEWALS

A. Faculty and Staff

1. Books in the circulating collection, except for new books which are books that are in the circulating collection that have been published within the last year and have a 2 week checkout, are checked out to the end of the current term. They can be renewed at the Circulation Desk.
2. Reference materials are checked out for one day only.
3. Reserve materials are checked out as specified by the order of the material placed on reserve.
4. Periodicals may be checked out with no set limit for faculty and staff.
5. Newspapers do not circulate.

6. Audio-visual materials are checked out to the end of the current term. They can be renewed at the Circulation Desk.

B. Student and Community Patrons

1. Books in the circulating collection are checked out for two weeks. Unless someone has placed a hold on them, they can be renewed at the Circulation Desk.
2. Reference materials do not circulate.
3. Reserve materials are for library use only, though some reserve videotapes can be checked out for one day only.
4. Periodicals do not circulate.
5. Newspapers do not circulate.
6. Audio-visual materials do not circulate.

II. FINES FOR OVERDUE AND LOST MATERIALS

A. Faculty and Staff

1. Fines are not charged for overdue materials.
2. Lost materials will be replaced at the borrower's expense.

B. Student and Community Patrons

1. Fines are \$0.25 per book per day, except that the computer system forgives fines of less than \$1.00 per book.
2. Lost materials will be replaced at current cost plus a \$10.00 handling fee at the borrower's expense.

III. NOTIFICATION AND PAYMENT OF FINES AND PENALTIES

- A. Letters of notification indicating fines and/or penalties are generated by the computer system and mailed to borrowers.
- B. Borrowers receive a multi-part form at the Circulation Desk that indicates how much is owed. Borrowers must take the form to the Cashier's Office to pay.

1. The top page of the form is returned to the student.
 2. If the borrower's record has been flagged, the second page is forwarded to Student Records where the flag will be removed.
- C. When faculty or staff members fail to return borrowed materials or pay replacement costs and the materials are more than one semester overdue, the matter will be brought to the attention of the appropriate Dean or Vice President.
- D. When students and community patrons fail to return borrowed materials or pay fines or replacement costs:
1. The College will not release transcripts; award degrees, diplomas, or certificates; or provide any official information to any party until the materials are returned and any money owed is paid.
 2. The borrower will not be permitted to register for the next term until the materials are returned and any money owed is paid.
 3. The borrower will not be able to borrow materials from the LRC until the materials are returned and any money owed is paid.
 4. Final notices for overdue materials include information about charges such as cost of replacing items, the \$10.00 handling fee for each item, and the overdue fines (capped at \$10.00).
 5. If a student or community patron has at least a \$10.00 outstanding fine for a period of more than 6 months, a letter is sent informing them that we will attempt collection through the South Carolina Department of Revenue from their next year's tax returns if filed in the state of South Carolina.