

**STUDENTS (UNDERGRADUATE, GRADUATE, DOCTORAL)
COPLEY LIBRARY BORROWING PRIVILEGES AND FINES POLICY
Effective September 1, 2008**

Copley Library, the Legal Research Center, Media Services, the Art Department, and SOLES have different policies regarding loan periods and fines. This document defines the policy for Copley Library materials only.

Copley Library's mission is to serve each user by making materials available when they are needed. We ask that you do your part to assure continued timely service to all by returning borrowed materials promptly within the stated loan periods. These guidelines were developed to inform you of Copley Library Borrowing Privileges and Fines Policy.

For assistance call or email:

- Access Services/Reserve Desk [619] 260-4799
- Larry Tift, Overdues/Fines, ltift@sandiego.edu, [619] 260-2363
- Bill Hall, Head of Access Services, billhall@sandiego.edu, [619] 260-2364

Renewals:

Students are allowed to renew or extend the period of time for which materials are loaned by the length of the normal loan period. Renewal policies vary depending on the material format (see chart below). To avoid fines, items checked out must be renewed by the borrower on or before the due date. In most cases you are sent a reminder notice shortly before the due date reminding you that your materials are coming due (see Library Notices below).

Replacement Costs:

Materials not returned to Copley Library are billed at a default replacement cost plus a service charge listed in the table below. Replacement fees are set at a minimum default cost which means we reserve the right to charge more if actual replacement cost exceeds the default amount. Replacement fees are never reduced even if the cost to replace the item is less than the default cost. Patrons can get the replacement cost refunded if the material is returned and the fines assistant is notified but will still be charged a \$45 service fee. Borrowing privileges are suspended once a student accumulates \$50 in fines.

Maximum Limits:

Students are limited to checking out a maximum of 30 items at any given time. Among these items students are limited to a total of 4 items in any of the following formats or combination thereof: DVD, VHS, Laser Disc, CD, Computer file, LP, Cassette, and 3-D Objects.

San Diego Circuit Access:

Currently enrolled students can access the Circuit and borrow up to 20 items.

Electronic Resources Access:

Currently enrolled students can access electronic resources (databases, e-books, etc.) on and off campus.

Circulating Materials:

Student Loan Policy – Circulating Materials					
Format	Loan Period	No. of Renewals	Overdue Charge Per Day	Default Replacement Cost	Service Charge
Book	28 Days	2	\$1.00	\$60.00	\$45.00
DVD/VHS/Laser Disc	3 Days	1	\$15.00	\$180.00	\$45.00
CD	28 Days	2	\$1.00	\$50.00	\$45.00
Computer File	28 Days	2	\$15.00	\$180.00	\$45.00
Music Score	28 Days	2	\$1.00	\$50.00	\$45.00
LP	28 Days	2	\$1.00	\$50.00	\$45.00
Cassette	28 Days	2	\$1.00	\$50.00	\$45.00
3-D Object	2 Hours	0	\$5.00	\$250.00	\$45.00
Light Reading Book	28 Days	0	\$1.00	\$60.00	\$45.00
Circuit Book	28 Days	2	\$1.00	\$100.00 + \$25.00 processing fee	\$15.00

Restricted Circulating Materials:

Formats listed below are restricted to library-use only, but may be checked out by special arrangement.

Student Loan Policy – Restricted Circulating Materials					
Format	Loan Period	No. of Renewals	Overdue Charge Per Day	Default Replacement Cost	Service Charge
Microform	1 Day	0	\$3.00	\$150.00	\$45.00
Cartographic Material	1 Day	0	\$3.00	\$150.00	\$45.00
Graphic Material	28 Days	0	\$1.00	\$150.00	\$45.00
Serials (Bound)	3 Days	0	\$3.00	\$1,000.00	\$45.00
Serials (Unbound)	3 Days	0	\$3.00	\$100.00	\$45.00
Special Collections Material	28 Days	0	\$5.00	\$200.00	\$45.00
Archival Material	28 Days	0	\$5.00	\$200.00	\$45.00

Reserve Materials:

To ensure equal access for all library users, reserve materials have varying loan periods (see table below), and are usually restricted to library-use only. Fines are higher to encourage prompt return. Reserve materials cannot be renewed and only two items may be borrowed at one time.

Student Loan Policy – Reserve Materials					
Format	Loan Period	No. of Renewals	Overdue Charge Per Hour/Day	Default Replacement Cost	Service Charge
2 & 4 Hour Book	2 or 4 Hours	0	\$0.50	\$60.00	\$45.00
1 & 3 Day Book	1 or 3 Days	0	\$12.50	\$60.00	\$45.00
2 & 4 Hour DVD/VHS/Laser Disc/Computer File/Non-USD Materials	2 or 4 Hours	0	\$0.90	\$180.00	\$45.00
1 & 3 Day DVD/VHS/Laser Disc/Computer File/Non-USD Materials	1 or 3 Days	0	\$22.50	\$180.00	\$45.00
2 & 4 Hour CD/Phonodisc/Audiocassette/Scores	2 or 4 Hours	0	\$0.50	\$50.00	\$45.00
1 & 3 Day CD/Phonodisc/Audiocassette/Scores	1 or 3 Days	0	\$12.50	\$50.00	\$45.00
1 & 3 Day Special Collections/Archives	2 or 4 Hours	0	\$1.50	\$200.00	\$45.00
2 & 4 Day Special Collections/Archives	1 or 3 Days	0	\$37.50	\$200.00	\$45.00
2 & 4 Hour 3-D Object	2 or 4 Hours	0	\$2.40	\$250.00	\$45.00
1 & 3 Day 3-D Object	1 or 3 Days	0	\$60	\$250.00	\$45.00
2 & 4 Hour Microform/Cartographic	2 or 4 Hours	0	\$.90	\$150.00	\$45.00
1 & 3 Day Microform/Cartographic	1 or 3 Days	0	\$22.50	\$150.00	\$45.00
2 & 4 Hour 3-D Object/Miscellaneous	2 or 4 Hours	0	\$2.40	\$250.00	\$45.00
1 & 3 Day 3-D Object/Miscellaneous	1 or 3 Days	0	\$60.00	\$250.00	\$45.00
2 & 4 Hour Graphic	2 or 4 Hours	0	\$0.50	\$150.00	\$45.00
1 & 3 Day Graphic	1 or 3 Days	0	\$12.50	\$150.00	\$45.00
2 & 4 Hour Serials Bound	2 or 4 Hours	0	\$0.90	\$1,000.00	\$45.00
1 & 3 Day Serials Bound	1 or 3 Days	0	\$22.50	\$1,000.00	\$45.00
2 & 4 Hour Serials Unbound	2 or 4 Hours	0	\$0.90	\$100.00	\$45.00
1 & 3 Day Serials Unbound	1 or 3 Days	0	\$22.50	\$100.00	\$45.00

Fines Appeal Policy:

Charges may be appealed in writing up to 30 days from the date the charge is incurred. The Library Fines Appeal Committee will review the appeal, and inform you of its decision by email to the email address in your library record, unless you indicate otherwise.

The following conditions are not valid reasons for appealing a library fine and will not result in a reduction or waiver of charges:

- Reminder, First Overdue, Second Overdue, Billing notices were not received
- You lent the material to someone and they failed to return it by the due date
- You returned the material to another library
- You are opposed to the Copley Library Fines Policy
- You have purchased a replacement copy. Copley Library cannot accept replacements purchased by students.

Address the appeal letter to:

Attn: Fines Appeal Committee
Copley Library Access Services
University of San Diego
5998 Alcalá Park
San Diego, CA 92110

Alternatively you can send an email to: clcirc@sandiego.edu. Add Fines Appeal Committee to the subject line.

Library Notices:**Reminder Notice**

A Reminder Notice is sent shortly before the item is due to remind you to either return or renew it. Reminder Notices are not sent for reserve items that have an hourly loan period.

First Overdue Notice

One day after the item is due, a First Overdue Notice is sent. This indicates that late fees are being assessed.

Second Overdue Notice

If the item is not returned, a Second Overdue Notice is sent. This indicates that late fees continue to accrue and warns that you may be billed for the item if it is not returned.

Billing Notice

If the item becomes long overdue, a Billing Notice is sent. The Notice includes the replacement cost of the item plus a non-refundable service fee. Borrowing privileges may be suspended. Failure to respond to a billing notice will result in your account being sent to the Student Accounts Office.

Recall Notice

Copley Library occasionally recalls an item by requesting a borrower to return it at the end of its current loan period. A recalled item cannot be renewed. A Recall Notice is sent to your email address. If you do not respond or return the item by the due date assigned in the Recall Notice, fines will be assessed from the recalled due date, not the original due date. At least one full loan period for each item is guaranteed.

Library E-mail Addresses:

Your University of San Diego email address (“@sandiego.edu”) is your official university business email and all library correspondence is sent to it. The library is not responsible for email not received or sent to an old address. You are responsible for checking your university email and notifying the library of any changes or discrepancies. To check what e-mail address is currently on your library record go to <http://sally.sandiego.edu/patroninfo> and log in with your name and 14-digit barcode.

If you wish to “forward” your email from your USD email address to a different email address, contact the Help Desk at [619] 260-7900.