



## **Mt. San Antonio College Library Policy**

### Overdue, Assumed Lost, and Damaged Library Materials

*The Library does not collect fines for overdue items. However, items 30 days overdue may trigger a campus-wide hold preventing registration and obtaining transcripts and grades.*

#### Before Due Date:

An email is sent two days before an item is due reminding Library users of an upcoming due date. Items may be renewed once through Library accounts before the due date.

#### Due Date and After:

- Email notices are sent five and ten days after an item is due informing students of the overdue status.
- Students may continue to check-out items from the Reserve Collection, but may no longer check-out other items from the Library.
- When items are 28 days overdue, the Library shelves are searched to ensure that materials have not been returned.
- At 30 days overdue, an email is sent notifying students of the material's assumed lost status and the campus-wide hold preventing registration and obtaining transcripts and grades. The hold remains until the assumed lost items are returned to the Library or the student has consulted with the Associate Dean of the Library and Learning Resources Division or the Library Department Chair and resolution is reached.
- A hold may be placed on a student's record for Library materials returned damaged. The Library considers damages to include water or moisture damage including mold, torn and defaced pages, broken spines and covers, and any damage that prevents the use of the item by other students. Damaged materials are assessed by a librarian. It is a student's responsibility to inspect items and notify library staff of any damages before checking the item out of the library. If damages occur, students should contact the library staff and make arrangements to discuss possible resolutions with the Associate Dean of the Library and Learning Resources Division or the Library Department Chair.

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