



**Code:** QA816

**Title:** Borrowing & Fines

**Date:** 26/06/2020

## **Purpose**

This policy establishes rules and terms for borrowing books, media, and equipment from the Library.

This policy also sets forth the fines imposed for books, media and equipment that are not returned by the due date or are deemed lost or stolen.

## **Description**

### **1. Terms of Borrowing**

#### **1.1 Loan Quantities**

The number of standard loan books that can be borrowed depends on the category of borrower. A standard loan book is one that does not have a 1 Day or 3 Day loan sticker on the spine of the book.

The loan period also varies according to the type of borrower. For more information visit the Library website.

#### **1.2 Loan Periods**

The loan period for standard loan items depends on the classification category of the borrower and the specific item. Loan period may automatically extend a number of times if the item(s) are not recalled and if the borrower does not have an outstanding fine or overdue loan. Items may be recalled for a variety of reasons including, but not limited to, a hold request places on the item(s) by another patron. For more information visit the Library website.

### **2. Fines**

#### **2.1 Application of Fines**

The Library is committed to providing convenient and comprehensive literature materials to all users. To ensure the prompt return of all books, audiotapes, and electronic media items, the Library charges fines for the late return of materials. The fine policy is detailed on the Library website. It is important to note that borrowing of materials from the Library will be prohibited if a user has €5.00 or more in fines on their account. Materials that are not returned within six months of their due date will be deemed lost or stolen, and the full value of the item will be applied as a fine on the borrower's account.

#### **2.2 Impact of Fines on Student Accounts**

All students must return all borrowed items and pay all outstanding fines prior to the end of term. Failure to return all borrowed items and pay all outstanding fines will result in the revocation of access to student exam results. Students whose exam results have been blocked as result of overdue items or fines will be subject to a waiting period of up to 48 business hours for their online access to be restored after they have resolved their accounts with the Library.

## **Person Responsible**

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