OVERDUE MATERIALS GUIDELINES

Palmer students and Alumni/ae living within 30 miles:

- Circulating books are due four (4) weeks from the date that they are checked out.
- Reference books are due one (1) day from the date that they are checked out.
- Circulating audiovisual materials are due one (1) week from the date they are checked out.
- Reserve materials are due three (3) hours from the time they are checked out.
- All materials, except Reserve materials, may be renewed one (1) time, as per original circulation time period, if the item has not been requested by another patron.

Fines

- There is no daily fine for overdue books or audiovisual materials.
- The hourly fine for Reserve materials is $0.25.
- The hourly fine for iPads is $5.00.

Notices and Billing

- Two overdue notices are emailed to the user on overdue days 5 and 15.
- At thirty (30) days overdue, a Billing Notice is sent to the user.
  - The replacement cost of the item plus a $10 processing fee is charged to the user.
  - The Billing Notice is forwarded to Student Administrative Services for payment.
  - The user’s account is blocked, preventing the user from further borrowing and from clearance for graduation.
- A lost item returned after withdrawal from the collection will be examined by the Technical Services department to determine if the item can be reinstated in the collection.
  - If reinstated, notice of removal of the item replacement cost will be forwarded to Student Administrative Services.
  - The $10 per item processing fee is excluded.

Local or Consortial Patrons:
The overdue policy for off-campus patrons of the David D. Palmer Health Sciences Library shall be the same as for Palmer Students, with the following modifications:

- Fines/billings for off-campus patrons will be forwarded to the patron’s home library.
- Palmer Library privileges are suspended until fines/fees are resolved.