

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 9121

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PROCEDURE TITLE: Library Obligations

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64 AND 1006.58

BASED ON POLICY: IX-1 College Libraries - Campuses

EFFECTIVE DATE: August 6, 1976

LAST REVISION DATE: November 8, 2005

LAST REVIEW DATE: November 8, 2005

I. PURPOSE

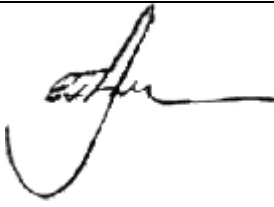
To provide for the return of library materials and to provide a means for withholding registration privileges, the release of grades and/or the issuance of official transcripts to students with overdue library materials.

II. PROCEDURE

- A. Each campus library maintains an online computer file of all library materials charged borrowers.
- B. When library materials become overdue, notices are sent to borrowers. A library obligation may be added to a student's record in the college-wide obligation file. Once the library material is returned or paid, the library staff will remove the obligation from the student's record in the college-wide obligation file.
- C. Each Campus Library Director is authorized to establish a process that provides students opportunity to present information as to whether a library obligation has been fairly determined. If a student appeal is granted, the Library will clear the obligation. The owning library must resolve any disputed library obligation.
- D. To clear a library obligation, the student may return the item to the library or pay at the Bursar's Office. After payment is made, the student receives a receipt by the Bursar, which must be presented to the library so that the obligation is removed.

- E. A student may pay the College Bursar on any campus for any College library material. The Library will advise the appropriate library of the payment and clear the obligation from the student’s record.

- F. The charge for lost library material is a replacement fee of \$20 or the cost of the material, whichever is higher.

	
	11/8/05
PRESIDENT	DATE