

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 9121

PAGE 1 of 2

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; October 14, 2024


LAST REVIEW DATE: November 8, 2005; October 14, 2024

I. PURPOSE

To provide for the return/replacement of library materials and to provide a means for withholding access to other library resources and services to borrowers with overdue/lost library materials.

II. PROCEDURE

- A. The College libraries maintain an online computer file of all library materials charged to borrowers.
- B. When library materials become overdue, notices may be sent to borrowers. A library obligation may be added to a borrower's record in the college-wide obligation file. Once the library material is returned or paid/replaced, the library staff will remove the obligation from the borrower's record in the college-wide obligation file.
- C. The College Learning Resources Director is authorized to establish a process that provides students with the 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 borrower may return the item to the library, pay the cost of item at the Bursar's Office, or replace the item with a similar one that must be pre-approved by the campus Learning Resources Director. 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.

	
10/14/2024	
PRESIDENT	DATE