

Tampa Library

Fines and Charges

**POLICY NUMBER
G001**

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Pre 2018, 2019 Spring Semester
Category: ☉General

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Approved by:
USF General Counsel 8/10/18
Library Faculty/Admin 8/22/18
Library Management 8/13/18

Library Dean: Todd A. Chavez



PURPOSE & INTENT

To give guideline, procedures and rules to be followed when assessing library fines and charges to all borrowers.

STATEMENT OF POLICY

Library Fines

Overdue fines are assessed in accordance with the USF Board of Trustees' Regulation #4.0107 (13) and Florida Statute 2011, Title XLVIII-Chapter1009.24 (14) (n, o, and p).

Special Note:

- Overdue notices and initial lost book billing are sent as a courtesy to patron's university email address. Failure to receive a notice does not exempt borrowers from library fees.
- Patrons may appeal library fees using the online Fine Dispute form linked on the USF Libraries website. Final decisions on disputed charges rest with the Library Director of Academic Services.
- Replacement charges for lost materials will be credited to the patron's account if the materials are returned to the library in good condition within two years of the billing date. Processing fees are non-refundable.
- Library fees are paid via the USF Cashier's Office (SVC1039). No payments of any type are accepted in the Tampa Library.

Interlibrary Loan Charges

USF Tampa Library patrons will be responsible for any additional/higher fees imposed by the document supply service exceeding \$50.00.

Borrowers are responsible for any damage (including damage caused by photocopying) to or loss of interlibrary loan materials from the time the item is picked up until returned.

AUTHORITY

Refer to:

- USF Policy & Procedures #0-001 Issuance of Policies and Procedures
- Florida Statutes 2011 Title XLVIII K-20 Education Code Chapter 1009; Section 24. (14) (N, O, and P)
- USF Regulation USF4.0107 – Fees, Fines, and Penalties