



## **USAHS Library Policy on Fines**

The University of St. Augustine for Health Sciences (USAHS) Library does not charge overdue fines.

We strongly recommend that borrowers renew library materials by the end of a guaranteed loan period so that items never become overdue and library staff have the most up to date information on whether an item is still being used or not.

### **STUDENTS**

All library items are due back by the end of each academic term. Items not returned by the end of the academic term will be considered “Lost”. Additionally, Reserve Textbook and other on campus use only loans will be considered “Lost” if they are not returned by library closing time on the day checked out. Please see the [USAHS Library Policy on Lost or Damaged Materials](#), under “Unreturned Materials”.

Any non-graduating student with unreturned library items at the end of the academic term will lose all Library borrowing privileges the following term until the items are returned, replaced, or paid for.

Library borrowing privileges include:

- Checking out library materials, including Reserve Textbooks
- Renewing any Library materials that may already be checked out
- Requesting resources through interlibrary loan

Students who wish to be granted extensions because of special circumstances or hardship must make arrangements directly with the Library staff on their campuses.

### **GRADUATING STUDENTS**

Graduating students must return all library items by one week prior to the end of the academic term. Items not returned will be considered “Lost”. Additionally, Reserve Textbook and other on campus use only loans will be considered “Lost” if they are not returned by library closing time on the day checked out. Please see the [USAHS Library Policy on Lost or Damaged Materials](#), under “Unreturned Materials”. Any graduating student who has not returned all library items by one week prior to graduation will be denied access to their grades and denied clearance to graduate until all items are returned, replaced, or paid for.

Students who wish to be granted extensions because of special circumstances or hardship must make arrangements directly with the Library staff on their campuses.

**FACULTY/STAFF**

Faculty and staff members are not required to return library materials at the end of each academic term, but should be mindful of assigned due dates. We ask that faculty and staff members return items when they are no longer using them so that the items can be used by others.

Approved by the Library Committee, October 2021