

Overdue and Billing Policies

Library Notifications

The Library makes every attempt to remind borrowers that their materials are due soon. However, it is ultimately the responsibility of the borrower to know when their materials are due and to return or renew materials on time and in the same condition in which they were initially borrowed.

Borrowers must inform the Library of their current mailing and email addresses. The Library assumes no responsibility for misdirected notices. Not receiving an overdue notice does not negate the borrower's responsibility to return items to the library on time.

Except for hourly Course Reserves loans, a courtesy notice is sent to borrowers in advance of the material due date and an overdue notice is sent once the material is past due. These notices are sent via email only; SMS is available if a borrower has signed up for the service. Replacement bills are sent once material is significantly past due.

Replacement and Processing Fees (includes Damages)

Materials that are not returned or renewed on time will be billed for replacement, including a non-refundable \$15.00 processing fee. Replacement charges start at \$75; supplementary bills may be sent after the initial billing based upon the market value of the material. Replacement charges may be waived once material is returned. No part of the accrued fees or fines will be cancelled after 6 months.

Damaged material is billed for replacement and processing fees.

Overdue Fines

Recalled material is charged overdue fines at a rate of \$5/day past due.

Reserves material is charged overdue fines based on their loan period:

- Hourly loan period (ex., 2-hour loan): \$5/hour or portion thereof
- Daily loan period (ex., 7 day loan): \$5/day

Because of demand, overdue fines for recalled and Reserves material have been intentionally set to encourage the timely return of these items.

Interlibrary Loan Billings

Materials borrowed via ILL are subject to all standard UC Davis Library billing policies. Additionally, the owning library may assess charges in excess of those typically assessed by UCD; supplementary bills may be sent after the initial billing based upon charges received from the owning library.

Failure to Resolve Library Debts

Failing to return material and pay Library debts may result in:

- Holds being placed on all academic records with unpaid Library debts
- Students being dropped from classes
- Suspension of Library privileges
- Collection agency referrals for Library debts more than 90 days past due
- UCD Health System residents being unable to sign out of their residency program until all Library debts are resolved

Payment of Library Debts

Instructions for payment are found on Library bills and Campus billing statements. Payment must be made to the Campus Cashier; payments are not accepted in the Library.

Patron Purchased Replacement Copies

On occasion, the UC Davis Library will authorize users to replace replacement billed materials with a physical item rather than require payment. Advance authorization is required. Users should contact Library Billing prior to purchasing any replacement copies.