

**Cheyney University of
Pennsylvania Leslie Pinckney Hill
Library**

Policies and Procedures

Borrowing and Returning Materials:

- Students, faculty, and staff may borrow books using a Library QR code and presenting a current, valid student ID at the Circulation Desk.
- Students should NOT check out books or materials for other students, should NOT lend their ID cards to other students, and should always keep their ID cards in a safe place.

Reserved Materials

- Reserve materials are FOR ROOM USE ONLY Reserved books, photocopies, and other items are shelved behind the Circulation Desk. They are listed in a binder at the Circulation Desk and may be borrowed (ID is required) FOR ROOM USE ONLY (unless the professor has made other arrangements). Return reserved items to the Circulation desk when finished using them.

Loan Regulations

- Library Collection Loan Period
 - Books: 3 weeks
 - Reference: Room Use Only
 - Reserve Books & Photocopies: Room Use Only (see Circulation Staff)
 - Periodicals: Room Use Only
 - Government Documents: 3 weeks (see Reference Librarian)
 - A-V Materials: 1 week (1) (see A-V Librarian or Library staff)
 - Ethnic and Special Collections: Room Use Only (see Archivist or Library staff)
 - Archival Materials: Room Use Only (see Archivist)
- Returns:
 - During Library hours: Return books and audiovisual materials to the Circulation Desk on the Main Level.
 - After Library hours: Books may be returned in the outside book return box at the main entrance.
 - Note: audiovisual materials must be returned at desk and should not be dropped into the outdoor book return box.
- Overdue Materials & Fines:

- Lost Materials Charges:
 - Grace period: No fine is charged if an overdue book is returned or renewed up to 8 days after the due date.
 - Three (3) overdue notices are sent. After 9 days, the fine is 15 cents per day (including the eight-day grace period) for each book returned or renewed 9 or more days late. If the total fine amount is \$2 or over, the fine amount due is reported to the Business Office.
 - A Fines/Fees Notice is also sent.
- Overdue Materials and Charges:
 - After the book or item is 45 days overdue, it is declared lost.
 - Lost book charges are: \$50, plus a \$15 processing fee, per book.
 - The total amount due is reported to the Business Office.
 - A Fines/Fees Notice is also sent.

A Library restriction is placed on the student's account for overdue fines and lost book charges. All overdue fines & lost book charges are paid at the Business Office. The Library's restriction will be lifted when the fines or lost book charges are paid. Take both the note & the letter to Business Office and pay there. The lost book charge and \$6 of the processing fee are forgiven; a maximum overdue charge of \$9 per item applies instead. The total of the maximum overdue fine(s) will be subtracted from the lost book charges already paid, and the difference will be credited to the student's account.

Reductions & Removals of Charges:

Books or items returned AFTER declared lost?

- IF the lost book charge has NOT yet been paid. The lost book charge and \$4.50 of the processing fee are forgiven;
- a maximum overdue charge of \$13.50 per item applies instead.
- At the Circulation Desk, get a Reduction Note (which reduces the total amount owed & gives a new, lower amount) & new Collections of Library Charges letter (made out to the reduced amount).
- Take both the note & the letter to Business Office and pay the fee there.

Removal of Charge: IF the lost book charge HAS been paid.

- The lost book charge & \$4.50 of the processing fee are forgiven; and a maximum overdue charge of \$13.50 per item applies instead.
- The total of the maximum overdue fine(s) will be subtracted from the lost book charges already paid, and the difference will be credited to the student's account.
- The Library will send a Removal of Charge letter to the Business Office to obtain the credit for the student.