

CIRCUIT OVERDUE FEES: HOW TO AVOID THEM



WHAT WILL HAPPEN WHEN CIRCUIT ITEMS ARE NOT RETURNED BY THEIR DUE DATE:

1. There is no grace period. Circuit items are subject to a \$1.00 per day fine once they fall overdue.
2. Items checked out via Circuit circulate for a period of 28 days for all UCSD Library patrons. Circuit items may be renewed one (1) time, if your privileges allow, for an additional 28 days. Items must be returned to their owning library before they may be requested again.
3. As a courtesy, the Library will send an OVERDUE NOTICE to the primary mailing address that you have given us. This notice will serve as a reminder that items are overdue and overdue fees are accruing. If you receive an OVERDUE NOTICE, yet have already returned the item, please contact the UCSD Library immediately.
4. If the material is not returned within 15 days after the due date, your overdue material will move into the replacement billing cycle. You will then be sent a subsequent BILLING NOTICE that includes replacement charges that cover the cost of the book, a \$25 processing fee, and a \$15.00 non-cancelable service charge per item. Your borrowing privileges will be SUSPENDED at this time, and will remain so until you have returned or paid for the item(s).
5. Failure to respond to a Library BILLING NOTICE may result in your account being sent to a collection agency, and if you are a UCSD student, your future registration may be blocked.

FINES WILL NOT BE WAIVED FOR THE FOLLOWING REASONS:

- Late or non-receipt of the courtesy overdue notices.
- Failure to notify the library of an address change.
- You lent the material to someone else and she/he returned it late or failed to return it.
- You returned the material via US Mail and it was received late or failed to arrive.
- You returned the material to another library and it was not received by us in time or failed to arrive.

WHY DOES THE LIBRARY HAVE THIS POLICY?

The campus community relies on the Library and its services for materials to support research and teaching in every field of knowledge. The Library, in turn, relies on its users for help in its efforts to provide equal and timely access to the materials in the collection. When books are not returned in a timely manner, many users are denied access to these resources. As one who borrows materials from the Library, you can help by returning materials on or before the day they are due. Complying with Library circulation policies enables all users to share the wealth of resources available.

IMPORTANT THINGS FOR YOU TO REMEMBER

- You are responsible for providing the Library with your current mailing and/or email address. If you are a UCSD student, you should update your mailing address in StudentLink or with the UCSD Registrar's Office. **THE LIBRARY IS NOT RESPONSIBLE FOR UNDELIVERED MAIL.**
- Overdue notices are courtesies and non-receipt or late receipt does not exempt you from overdue fees and replacement charges.
- As a UCSD Libraries borrower, you have access to the "VIEW checkout record & Renew Books" function via ROGER. Through this service, you can verify the status of any pending Circuit requests, as well as the due dates of Circuit items currently checked out to you.
- Payments for bills can be sent by mail or paid in person at the UCSD Central Cashier's Office.

QUESTIONS? GIVE US A CALL:

BIOMEDICAL LIBRARY	858/534-3253
CLICS	858/822-5427
IR/PS LIBRARY	858/534-7785
MEDICAL CENTER LIBRARY	619/543-6520
SCIENCE & ENGINEERING LIBRARY	858/534-3257
SIO LIBRARY	858/534-3274
SOCIAL SCIENCES & HUMANITIES	858/534-3339 #3
BILLING UNIT	858/534-1269

