

ADMINISTRATIVE DIVISION – USC UPSTATE LIBRARY
POLICY TITLE – USC UPSTATE LIBRARY
POLICY NUMBER – LIB 1.01
SCOPE OF POLICY – USC UPSTATE
DATE OF POLICY – JULY 1, 2004
DATE OF REVISION – JULY 1, 2011
RESPONSIBLE OFFICER – DEAN OF THE LIBRARY
ADMINISTRATIVE OFFICE – USC UPSTATE LIBRARY

I. Policy

A. Theft/Mutilation of Library Materials

1. All library users are subject to state law regarding theft, damage, and failure to return borrowed library materials. State law governs these materials as “state property”.
2. Students who are apprehended mutilating or stealing library materials will be dealt with according to established University disciplinary procedures. The penalty varies according to the offense but may include suspension or expulsion from the University.

B. Overdue Fines

1. Failure to return a library book on time will result in the assessment of certain fines and the delinquency. Fines for Reserve books are higher and are based on the term of the loan.
2. As a courtesy to borrowers, the library sends notices for overdue books. However, it is the borrower’s responsibility to return the books on time whether or not the notice is received.
3. Faculty are not normally assessed fines but are expected to return books promptly when finished or immediately when recalled.

C. Failure to Settle Library Accounts

Returning students will not be allowed to register and graduating students may not be allowed to receive their diploma unless library fines are cleared.

D. Charges for Lost Books

Charges will be for the cost of replacing the book plus a non-refundable processing charge. The minimum charge for a lost book is the average national book cost plus the non-refundable

processing charge. Library books cannot be purchased. Even if a lost book charge has been paid, the book still remains the property of the University.

II. Procedure

A. Indebtedness

If a student does not clear charges from the library the following actions may occur:

1. The bill amount is placed on the student's registration bill.
2. The student's registration, transcripts, and diploma may be held.
3. The bill may be turned over to a collection agency.

B. Lost Books

1. The loss of a book should be reported promptly to the library to stop overdue fines.
2. If a book is later found, a refund may be made minus the service charge and any fines owed.

III. Reason for Revision

Policy organization, content and accuracy reviewed in July 2011; no substantive revisions required.