

SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

COLLECTING AND RECORDING LIBRARY FINES

1. A change fund will be maintained in the Library for purposes of providing change to patrons paying fines and replacement costs. Under no circumstances will this fund be used for petty cash.
2. Students will be fined ten cents (10¢) a day for each day past the due date when classes are in session and the Library is open on books and other circulating materials. The maximum fine will be ten dollars (\$10.00) per item. Replacement value of at least thirty-five dollars (\$35.00) must be paid for lost items.
3. Students will be fined one dollar (\$1.00) per day per video for each day past the due date when classes are in session and the Library is open. The maximum fine will be ten dollars (\$10.00) per video. Replacement value of at least fifty dollars (\$50.00) must be paid for lost items.
4. Fines may be reduced or waived at the discretion of the Associate Dean overseeing the Library or the Librarian on duty.
5. A record of each Library fine collected will be kept by the Desk Attendant. The record will note the date and the amount paid and will be kept in a registered receipt book.
6. A cash report will be filed with the College Cashier with each deposit.
7. Deposits must be made to the Cashier's Office on a weekly basis using a Cash Report form.

Revised—Administrative Committee
March 25, 1980
Revised—Cabinet
October 3, 1988
Reviewed—Cabinet
May 30, 1996
November 16, 2004
Revised—VP and CFO
August 1, 2019