

Overdue Items

- All patrons are responsible for knowing each item's return date and for resolving any outstanding fines, fees, or charges with the library.
- Library accounts with overdue items and fees will result in the suspension of borrowing privileges until resolved.
- Fines apply to all patrons.

Fines

- The fine for any overdue book is \$0.50 a day per book. The maximum fine accrued is \$20 for each book. \$1.00 per media item per day and the maximum fine is \$20 per item.

Lost, Damaged and Unreturned Items

- Items not returned after 40 days will be considered lost. Replacement charges will be applied.
- All lost items must be replaced either by an exact copy or by an actual replacement cost.
- For all lost items, your library account will be charged according to the actual current-day replacement cost for each item plus any accumulated fees.

Example of charges

Lost item

- C.S. Lewis, *Mere Christianity*, the replacement cost is \$10.00, overdue fines is \$20.00, total charge is \$30.00. Norman Geisler *Systematic Theology, Vol.1*, the replacement charge is \$25.00, overdue fines is \$20.00, total charge is \$45.00.
- If an item is returned within 3 months after its due date, the replacement charge will be credited back to your account. (if a media item is returned in good condition) However, the accumulated fines will remain and must be paid, up to a maximum of \$20.00.
- Library accounts with unreturned book items will result in the suspension of borrowing privileges until resolved.
- All library accounts must be resolved two weeks before the end of the semester.
- All unresolved accounts at the end of the semester will be placed in record with the Administration Office at Veritas Seminary and must be resolved prior to the school issuing a degree or transcripts.
- For damaged item, the library staff will evaluate the degree of damage and if an item should be replaced. If the item is damaged beyond repair and unsuitable for circulation, the borrower will be responsible for any replacement costs. A maximum cost to replace any damaged item is \$10.00.