

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	LEARNING RESOURCE MATERIAL LOANS AND FINES	Procedure Number:	6-5-104.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	6-5-104		

Approved: 
President


Chief Academic Officer

Date
Adopted: 07/01/2004
Date
Revised: 11/28/2022

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. LOAN PERIODS AND RENEWALS

A. Faculty and Staff

1. Books in the circulating collection, except for new books, which are books that are in the circulating collection that have been published within the last year and have a 2-week checkout, are checked out to the end of the current term. They can be renewed at the Circulation Desk.
2. Reserve materials are checked out as specified by the order of the material placed on reserve.
3. Periodicals may be checked out with no set limit for faculty and staff.
4. Newspapers do not circulate.
5. Audio-visual materials are checked out to the end of the current term. They can be renewed at the Circulation Desk.

B. Student and Community Patrons

1. Books and audio-visual materials in the circulating collection are checked out for two weeks. Unless someone has placed a hold on them, they can be renewed at the Circulation Desk.
2. Reserve materials are for library use only, though some reserve videotapes can be checked out for one day only.
3. Periodicals do not circulate.
4. Newspapers do not circulate.
5. Anatomical models are checked out for two days, with some exceptions at the discretion of the Library Director or the designee.
6. Laptops are checked out to enrolled students for a semester, and a request form must be completed in advance.

II. FINES FOR OVERDUE AND LOST MATERIALS

A. Faculty and Staff

1. Unreturned or lost materials will be replaced at the borrower's expense.

B. Student and Community Patrons

1. Unreturned or lost materials will be replaced at the current cost plus a handling fee which will be charged to the user's account.

III. NOTIFICATION AND PAYMENT FOR UNRETURNED OR LOST ITEMS

- A. Notification letters and/or emails indicating charges, fines and/or penalties are generated electronically and sent to borrowers.
- B. When faculty or staff fail to return borrowed materials or pay replacement costs and the materials are more than one semester overdue, the matter will be brought to the attention of the appropriate Dean or Vice President.
- C. When students and community patrons fail to return borrowed materials or pay replacement costs:

1. The College will not release transcripts; awards degrees, diplomas, or certificates; or provide any official information to any party until the materials are returned and/or any outstanding balance is paid.
2. The borrower will not be permitted to register for the next term until the materials are returned and/or any outstanding balance is paid.
3. The borrower will not be able to borrow materials from the Library until the materials are returned and/or any outstanding balance is paid.
4. Final notices for overdue materials include information about charges, such as the cost of replacing items, and/or the handling fee for each item.
5. If a student or community patron has an outstanding balance for a period of more than 6 months, a letter is sent informing them that the College will attempt collection through the South Carolina Department of Revenue.