AIKEN TECHNICAL COLLEGE
PROCEDURE

Procedure Title: LEARNING RESOURCE MATERIAL LOANS AND FINES
Procedure Number: 6-5-104.1

Institutional Authority: Chief Institutional Effectiveness and Accreditation Officer

Associated SBTCE Policy/Procedure:

Governing ATC Policy: 6-5-104

Approved: [Signature]
President
Chief Institutional Effectiveness and Accreditation Officer

Date Adopted: 07/01/2004

Date Revised: 01/14/2019

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 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. Audio-visual materials do not circulate.

II. FINES FOR OVERDUE AND LOST MATERIALS

A. Faculty and Staff

1. Fines are not charged for overdue materials.

2. Lost materials will be replaced at the borrower’s expense.

B. Student and Community Patrons

1. Fines accrue daily after an initial grace period.

2. Lost materials will be replaced at current cost plus a handling fee and overdue fines.

III. NOTIFICATION AND PAYMENT OF FINES AND PENALTIES

A. Notification letters and emails indicating 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 fines or 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 any outstanding balance is paid.

2. The borrower will not be permitted to register for the next term until the materials are returned and any outstanding balance is paid.

3. The borrower will not be able to borrow materials from the LRC until the materials are returned and any outstanding balance is paid.

4. Final notices for overdue materials include information about charges such as cost of replacing items, the handling fee for each item, and the overdue fines.

5. If a student or community patron has an outstanding fine 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.