

## **Procedures for Charging Overdue Fines**

### **Overnight**

1. All library materials borrowed overnight which are returned after the due date and time shall be charged accordingly.
2. The SHL assigned at the CCA will prepare an Overdue Slip in triplicate copies and require the client to sign the form with the corresponding charges (P25.00 per day per book). Computation of overdue fines excludes Sundays and Holidays.
3. All Overdue Slips will be collected and submitted to the SLU Finance Office for appropriate action.

### **Photoduplication**

1. Books borrowed for photoduplication are considered past due if not returned after an hour. The client will be charged (P20.00 per hour per book) based on 24 hours/day.
2. All Overdue Slips will be collected and submitted to the SLU Finance Office for appropriate action.

## **LIBRARY FINES**

The UL imposes fines when library clients do not return library materials at the end of the loan period. Fines are used to discourage clients from holding the library materials longer than the allowable loaning period to make the library materials available to other clients.

### **Lost or Damaged Books**

A library client who lost/damaged a book may either:

1. Replace the lost/damaged book with the same title, author, and edition, or with the latest edition. He shall likewise pay the processing fee and any accumulated fines; or
2. Pay the corresponding amount as determined by the UL. The payment of a lost/damaged book is computed as follows:

$$[(CBP \times 25\%) \times \#Y] + PF + AF$$

Wherein: CBP = cost of book when published  
25% = constant

#Y = number of years from the date of publication to date

PF = Processing fee

AF = Accumulated fines