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## Library Fines/Penalties Policy

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Title:	Library Fines/Penalties Policy
Author:	Library Manager
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### Context

The Gilbert Wright Library serves the community of students, faculty and staff of Morling College as well as accredited Baptist Pastors in New South Wales (NSW) and Australian Capital Territory (ACT).

The library endeavours to provide equitable use of library resources amongst the Morling College community (consisting of people in the areas stated above).

### Policy

If a library member fails to comply with the Library membership policy i.e. ensuring library items are returned by the due date, without damage or markings, the library member may be held liable for fines for late return or penalties to replace damaged/lost items.

Library members will not be allowed to borrow any further library items if they have over \$50 in outstanding library fines or have overdue library items on loan (i.e. items that are past their due date). Borrowing privileges may be restored when all overdue library items are returned and/or library fines have been reduced below \$25.

Please note that consideration will be given to renewing an overdue book if you contact the library staff in person, by phone (02) 9878 0201 or by email ([library@morling.edu.au](mailto:library@morling.edu.au)) within the first two days after it is due.

Fines/penalties may be waived at the discretion of the library staff for compassionate reasons such as illness, family tragedy etc. Please contact the library if you are at risk of having overdue items and fines.

## **Fine Schedule**

Fines for late return are charged per item and are cumulative as follows:

### **2 week loan items:**

- Fine No. 1                    \$3 – charged when an item is overdue
- Fine No. 2                    \$6 – charged after an item is overdue by 1 week
- Fine No. 3                    \$10 – charged after an item is overdue by 2 weeks

If item/s have still not been returned after 3 weeks, a final notice is sent, the item considered lost and a replacement fee of \$100 + administration fee of \$20 (non-refundable) is charged.

### **1 week loan items:**

- Fine No. 1                    \$3 – charged when an item is overdue
- Fine No. 2                    \$6 – charged after an item is overdue by 3 days
- Fine No. 3                    \$10 – charged after an item is overdue by 6 days

If item/s have still not been returned after 9 days, a final notice is sent, the item considered lost and a replacement fee of \$100 + administration fee of \$20 (non-refundable) is charged.

## **Payment of Fines/Penalties**

Library fines will be deducted directly from your student card account or an invoice will be sent to you if your student card account is in negative value. Please pay promptly when you receive an invoice. Prompt payment will avoid the rapid accumulation of fines and the risk of having your borrowing privileges suspended.