

Undergraduate & Graduate Fines & Fees

Lost Items

Lost Books	\$30.00
Lost Audiovisual.....	\$40.00
Refund if found within 60 days of payment minus \$10.00 late fee.	
If the book is out of print the charge will be \$40.00.	

Damaged Items

Rebinding fee	\$10.00
Replacement fee if item cannot be repaired (for book)	\$30.00
Replacement fee if item cannot be repaired (for audiovisual).....	\$40.00

Overdue Fines

Audiovisuals	10 cents per day
Books	10 cents per day
One-hour Reserve	25 cents per hour or any part of an hour for an item returned late; \$5.00 per day if item is taken from the library.
Overnight or One-Day Reserves.....	50 cents per day per item. Will be charged \$5.00 per day if contacted to return the item.

Policy on mutilation and attempted removal of non-charged library materials

Fines and other disciplinary action are applied in accordance with the ***Student Code of Conduct***, articles 11 and 15, as published in the ***Student Directory & Handbook***.

Fines of \$30.00 per item will be assessed a student for the attempted removal from the library of materials that have not been checked out. This includes book, audiovisuals, periodicals, software and other property and equipment of UNA libraries.

Students found to be mutilating or defacing library materials or property, or in possession of such damaged materials, will be assessed the greater of \$30.00 per item or the replacement cost if still available for purchase.

A *Library Incident Report* form is filled out at the time of the violation and signed by the student and library assistant on duty. The original is kept on file at the Circulation Desk, and copies are sent to the Library Director, the UNA Police Department, and the Director of Student Life. If the student is unable to present a valid UNA ID (Mane Card) upon request, the matter is immediately referred to the University Police Department.