

Kent Library Fines and Fees Policy

Courtesy notices indicate something you checked out (borrowed) from Kent Library is coming due. Courtesy notices provide a reminder to return books and other borrowed items if you're finished and to renew any you're still using. Courtesy notices are sent to your Southeast email address. **You are responsible for monitoring your email.**

Overdue notices are emailed when something borrowed was not renewed or returned by the due date. Again, these notices are sent to your University email account. Failure to read or to receive an overdue notice does not cancel your obligation to pay library fines or fees.

Fines vary by the format of the title (books, kits, DVDs and other types). Fines stop accruing when the item is returned or when the item is declared lost and a bill for replacing the item is sent.

Fines are added to a library user's university account within 24 hours of returning the item. Replacement and processing fees are assessed when the item has been overdue for a specified period of time (see schedule below).

Library fines and fees are paid at the Cashier's Office in Academic Hall.

Paid overdue fines and processing fees cannot be refunded. Paid replacement fees may be eligible for a refund if the item is found and returned to the library in good condition within 90 days from the date the fee was added to the library user's account. We do not accept replacement copies.

Kent Library's Fine and Fee Schedule			
Item(s)	Overdue Fine	Replacement Fee	Processing Fee
Books	\$0.25/day/item	\$100 / charged if not returned within 30 days of due date	\$20 / charged if not returned within 30 days of due date
AV materials	\$1.00/day/item	\$100 / charged if not returned within 15 days of due date	\$20 / charged if not returned within 15 days of due date
Kits	\$5.00/day/kit	\$400 / charged if not returned within 15 days of due date	\$20 / charged if not returned within 15 days of due date
Laptops	\$30/hour	\$2600 / charged if not returned within 3 hours of due time	\$20 / charged if not returned within 3 hours of due time
Larger cameras and digital projectors	\$5/day/item	\$400 / charged if not returned within 3 days of due date	\$20 / charged if not returned within 3 days of due date
Telescope and smaller video cameras	\$5/day	\$300 / charged if not returned within 3 days of due date	\$20 / charged if not returned within 3 days of due date
Hourly reserves	\$0.25/hour/item	\$100 / charged if not returned within 3 hours of due time	\$20 / charged if not returned within 3 hours of due time
1 day, 3 day or 7 day reserves	\$1.00/day/item	\$100 / charged if not returned within 7 days of due date	\$20 / charged if not returned within 7 days of due time

If you have any questions about fines, fees, overdue, lost or damaged library materials, please contact the circulationdesk@semo.edu or call 573-651-2232.