

**The University of Montana School of Law
William J. Jameson Law Library**

Overdue Materials Policy

1 day – 29 days overdue

- Fines for overdue items = 33 cents per day. When items are returned, fines will be waived until they have reached a total of \$10.00 (approximately 30 days). Fines will not be waived for overdue items that have to be recalled for another user.

30 - 59 days overdue

- When fines reach, \$10.00, items are considered lost.
- Patron's account is blocked and patron will not be able to check-out library materials until overdue items are returned.
- Patron receives a 30-day notice that replacement costs for lost items will be added to their account.
- Fines are waived and account blocks are lifted if items are returned except fines will not be waived for overdue items that have to be recalled for another user. Only library staff will have the authority to reactivate suspended accounts.

60 days overdue

- Replacement cost(s) of \$50.00 per item or actual replacement cost, *whichever is greater*, for lost items are added to patron's account.
- Accounts may be turned over to Business Services. Business Services will block student Banner accounts, which could result in the inability to graduate, receive financial aid, register and obtain transcripts. Students must see a librarian during regular business hours (M-F, 8:00am-5:00pm) to remove Banner blocks.
- Business Services may initiate action to recover payment for items, including garnishing student refund checks or turning the account over to a collection agency. Once Business Services initiates action to recover repayment on an account, all fines and fees must be paid to Business Services.
- Items may be replaced. Once an item is replaced it may no longer be returned for forgiveness of fines and fees.
- A second or future instance of a patron having items 60 days or more overdue may result in revocation of check-out privileges.

Lost or Damaged Materials

- All patrons must pay replacement costs of \$50.00 per item or actual replacement cost, *whichever is greater*, for materials that are lost or damaged to the extent they are no longer useable.

Graduating law students must return or pay for all overdue items before graduation day.