

Library Fines and Overdue Notices

Please note that fines are charged for all overdue items and your borrowing privileges suspended until the balance is cleared. This includes borrowing, renewing and reserving of books.

If your item(s) do become overdue you will be sent four overdue notices over a four week period through your college email account.

If you still do not return the item(s) one week after the fourth reminder you will be invoiced for the replacement cost of each overdue item.

Even if the item(s) is returned at this stage you will be charged an administrative cost as well as the accumulated overdue charges.

The current administrative charge is **£5.00**.

Overdue charges will be incurred at the following rates:

3 Week Loans 50p per day

1 Week Loans 50p per day

Please note that as the Library remains open for the entire year except for Christmas and Bank Holidays, fines will still accrue at all other times.

Please refer to the table below for help in calculating your fines:

| Number of Days Overdue | Overdue Charges (£) |
|------------------------|---------------------|
| 1 | 0.50 |
| 2 | 1.00 |
| 3 | 1.50 |
| 4 | 2.00 |
| 5 | 2.50 |
| 6 | 3.00 |
| 7 | 3.50 |
| 8 | 4.00 |
| 9 | 4.50 |
| 10 | 5.00 |
| 11 | 5.50 |
| 12 | 6.00 |
| 13 | 6.50 |
| 14 | 7.00 |
| 15 | 7.50 |
| 16 | 8.00 |
| 17 | 8.50 |
| 18 | 9.00 |
| 19 | 9.50 |

| | |
|----|-------|
| 20 | 10.00 |
| 21 | 10.50 |
| 22 | 11.00 |
| 23 | 11.50 |
| 24 | 12.00 |
| 25 | 12.50 |
| 26 | 13.00 |
| 27 | 13.50 |
| 28 | 14.00 |
| 29 | 14.50 |
| 30 | 15.00 |
| 31 | 15.50 |
| 32 | 16.00 |
| 33 | 16.50 |
| 34 | 17.00 |
| 35 | 17.50 |
| 36 | 18.00 |
| 37 | 18.50 |
| 38 | 19.00 |
| 39 | 19.50 |
| 40 | 20.00 |
| 41 | 20.50 |
| 42 | 21.00 |