

**NEW MEXICO HIGHLANDS UNIVERSITY
THOMAS C. DONNELLY LIBRARY**

POLICY STATEMENT

LOST BOOKS

Definition: A lost book is one that is reported lost by the patron or a book that is more than 30 days overdue.

Notices:

A series of notices are e-mailed: Courtesy Notices at the end of the semester, 1st overdue the day after the due date, 2nd notice 2 weeks later, 3rd notice 4 weeks after due date, and a bill 1 week after the 3rd notice. The bill is both e-mailed and snail-mailed.


Charges:

- Charges are based on either the *Books in Print* online price or for out of print books, from the *Bowker Annual: Library and Book Trade Almanac* estimated price.
- The patron has the option of supplying the library with an acceptable replacement, determined by library staff.
- The patron will receive a full refund if the material is found within 14 days and the receipt is presented when the book is returned.
- If there is no response from the patron, a list of the patrons and their charges will be sent to the registrar's office. Students will not be able to view grades, obtain transcripts, or check-out library material until they clear their library obligations.
- Faculty and staff receive all notices, are blocked from checking out material, and will not receive their final paycheck until cleared by the library.
- Community Patrons receive all notices, and are blocked from checking out library material until they clear their record.
- If after a year, the student still has not cleared their record, the charges will be sent to the business office which will automatically block students from registering for classes, obtaining grades, etc.

Payment:

- Borrower must pay at the Business Office. The patron must return the receipt to Circulation in order to discharge the book from his or her record.
- Once proof of payment is received, Circulation will notify the Registrar's and Business office.
- The Collection Development librarian will be notified that the item has been paid for and order a replacement copy.

Approved by:



Ruben F. Aragon
Director of Library Services

Date 4/2/2009