

Río Hondo College Library

Fine-Free Library Policies



General Description

Río Hondo College Library (RHCL) is a fine-free library, which means there is no hourly or daily charge for most books. Some high-demand items, like reserve books and laptops, are exceptions to this rule.

Overdue notices for late materials will be emailed. If a patron does not return an item after a set period, the item will be considered lost, at which point a patron's Library privileges will be suspended until the item is returned or paid for, or the patron makes an appointment to discuss the matter with the Dean of the Library. See the Circulation Table on page 3 of this document for more information.

Policies

Notifications

- **Before due date:** Prior to a given item's due date, RHCL patrons will receive an automatically generated email via *Alma*.
 - Messages will indicate that some items may be renewed once through RHCL accounts before a first due date.
- **Due date and after:** An automatically generated overdue loan item notification will be sent to the patron via the Library's library services platform (LSP) when an item is due. Subsequent emails will be sent at regular intervals before a final notification, at which point an item will be declared "Lost."
- See the Circulation Table on page 3 of this document for more information.

Lost or Damaged RHCL Property

- **Lost items:** Lost items include not only items that have been lost or stolen, but any book or technology equipment not returned to RHCL after a loan or renewal period's "long overdue" date. In such cases, patrons *may* be charged for the replacement cost of the item. See the Circulation Table on page 3 of this document for more information.
- **Damaged items:** For physical books, *damage* includes but is not limited to:
 - water or moisture damage (including mold)

- torn or defaced pages
- torn, broken, or defaced spines and covers
- any damage RHCL personnel determine will prevent the use of the item by other patrons.

For technology equipment, damage includes but is not limited to:

- cracked or broken screens
- defaced, dented, or scratched housing
- any accident that prevents technology from working properly
- any damage RHCL personnel determine will prevent the use of the item by other patrons.

Damaged items are assessed by RHCL personnel. It is the responsibility of all patrons to inspect items and notify RHCL personnel of any damage prior to checking an item out. If damages occur while in a patron's possession, it is the patron's obligation to contact the Library immediately to apprise RHCL personnel and determine next steps.

- Patrons who return damaged items *may* be responsible for the cost of repairing or replacing the item. Such determinations will be made by RHCL personnel in consultation with the patron to whom the damaged item was checked out, and in exceptional or indeterminate cases, the Dean of the Library.
- **Appeals:** Any patron who feels their circumstances are mitigating may appeal a charge or charges by contacting the Dean of the Library or a RHCL faculty or staff member appointed by the dean.