

Overdue and Lost Item Notices

If you keep an item past its due date, an overdue notice will be sent to your email address.

- First notice is sent to you one day after the due date. A 5 day grace period begins on this day for CCC library material. There is no grace period for Course Reserves materials and Summit materials.
- Second notice is sent 7 days later.
- Replacement bill for lost item is sent 14 days after the second notice for regular circulating materials (21 days after original due date). If you are a CCC student, a registration hold will be placed on your record and you will be prevented from registering for classes or obtaining official transcripts until the fines are paid.
 - *CCC Library material more than 3 weeks overdue will be declared "lost" and you will be charged up to 50% of the replacement cost, plus \$15 fees.*
 - *Summit Libraries material more than 3 weeks overdue will be declared "lost" and you will be charged \$75.00 plus \$15.00 service charge.*
- When responding to overdue notices via email, please do not reply to the original notice email. Send all inquiries to ill@clackamas.edu, or call the circulation desk at (503) 594-3491.

Staff and Faculty

CCC Faculty and Staff may accrue overdue and lost item fines on materials loaned through Interlibrary Loan and Summit. CCC Faculty and Staff are responsible for paying these fines.

Billing

Delinquent Library accounts are submitted to the CCC Business Office, for any of the following reasons:

- Account has item(s) marked "lost" for at least three weeks
- Account charges exceed \$25.00.

Once the library account has been submitted to the CCC Business Office, contact Admissions in Roger Rook for more information.

Lost or Damaged Items

Items considered lost will be billed to your CCC account. The lost item charge for CCC items returned within 1 year of the billing date may be partially credited. Overdue fines and processing fees may still apply. Refunds for Summit and ILL are determined by the lending library, not CCC Library.

All patrons' borrowing privileges will be temporarily suspended if library charges exceed \$5.00 and they will be reinstated when those charges have been resolved.

The borrower is financially responsible for lost, stolen, or damaged library materials and/or equipment. Regardless of whether payment has been made for an item, library items remain the property of the college. Materials cannot be purchased from the library. Any person who has falsely claimed to have lost materials simply to retain possession can be charged for illegally possessing state property. If library items are damaged, especially by water, please return them immediately to Circulation so appropriate measures can be taken.