

## Self-Learning Center (SLC) FINE POLICY

The purpose of the SLC Fine Policy is not to wring more money from students. Rather, it is the only method by which we can facilitate the maximum distribution of limited materials by discouraging students from keeping materials for long periods of time.

Therefore:

Material is considered overdue if it is not returned to the SLC by within the applicable checkout period from the time indicated on the check-out card\*. Please note, Course Reserve Materials are available for a 3-hour check out and Permanent Collection materials may be checked out for 24 hours.

Fines will be charged for all overdue materials (books, equipment, tools, etc.) and will be charged to your OSU Student Account through the OSU Business Affairs Office. If you fail to pay your fine by the end of each term, you will be unable to check out any more items from the SLC until the fee is paid.

The fine for overdue materials is \$0.250 per item per hour or partial hour that the SLC is open (i.e. fees will not accumulate over the hours the SLC is closed).

Replacement cost will be charged on lost or stolen materials. Repair or replacement costs will be charged on damaged items.

Students with overdue materials are contacted daily. Please check your ONID email for messages regarding any overdue items.

*\*For example, if the time and date stamped on the card reads Jan 9 2014 at 12:24pm then the material is overdue if it is not returned on Jan 9 2014 by 3:24pm.*