

### Library and Learning Resources Fines Policy

Birmingham City University Libraries charge fines on all of our items not renewed or returned on time to ensure that library material is available for all of our library users. If items cannot be returned on time, please [contact the library](#) as soon as possible. A renewal may be permitted if another user has not requested the item.

The fines we charge are:-

Loan type		Amount per item	Maximum amount
Normal loan	Four weeks	10p per day	£10 per item*
Short loan	Two weeks	40p per day	£10 per item*
	One week	75p per day	£10 per item*
	One day	75p per day	£10 per item*

\*The maximum fine per item is £10 for each loan/renewal transaction.

**Fines apply to ALL library users at all times, including vacation periods.**

If you have an overdue item or unpaid fine of £5 or more you will temporarily lose your borrowing rights. These rights will be restored when the overdue item is returned or renewed and the fine is cleared or brought under £5.

Anyone keeping items that are more than 28 days overdue - with or without fines - will lose their borrowing rights until they are returned or the replacement cost of the item(s) is paid.

If items become more than 59 days overdue, the replacement cost of the item(s) will be passed to the University Finance Department where it will become a University debt. Whether these items are paid for at the Finance Department or the items are returned to the Library, a maximum fine of £10 per item will be payable at the Library. Borrowing rights will be lost until the library account is cleared of overdue items and fines.

The Library aims to apply the Fines Policy in a fair and consistent manner. Fines may be waived or reduced only where exceptional circumstances apply, for example:

- Illness/hospitalisation
- an accident
- family/personal problems
- University administration or other problems e.g. data has not been updated in the library system

Written verification, such as a doctor's note or letter/email from your tutor, may be required to support the request to waive a fine.

Please speak to a member of staff at the Library Help Desks or [contact the library](#) as soon as possible.