

Clayton State University Library

Policy Name: Overdue Items

Effective Date: August 8, 2016

Review Date: October 8, 2019

Policy

It is the policy of the Clayton State Library to consider an item that has been charged out to a user to be overdue if it is not renewed before the due date or returned to the Library at the end of the loan period.

Most borrowed items are automatically renewed twice for authorized users in good standing. In person renewals are permitted for equipment based on availability. Course reserves and study room supplies cannot be renewed.

After the renewal limit is reached, items must be returned at which time the item can be borrowed again if not needed by another patron.

- Users who have overdue items are emailed reminder notices to their Clayton State University email accounts.
 - 1st notice is sent when the item is 7 days overdue
 - 2nd notice is sent when the item is 14 days overdue
- A circulating book or non-print material is declared lost at 30 days overdue.
- A piece of equipment or course reserves item is declared lost at 1 day overdue.
- Users who have items that are declared lost are billed replacement and processing fees. See the [Library Fees Policy](#) for more information.