

ADA University Library Penalties Policy Document No. LP CS 17-2

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Paragraph 1. Fines for the lost or damaged materials (library physical resources and items)

ADA University Library patrons are responsible for all library items checked out on their library account.

A lost or damaged (print resource with folded/smashed/torn pages, pages with highlighted lines, written edges, made notes, stained surfaces with liquid materials) material fee is assessed for the repair or replacement of material, damaged while in use by or checked out to the user or borrower.

A user with lost or damaged materials should pay:

- 25 AZN flat administrative charge, plus cost of the recovery of the lost/damaged asset (information resource) calculated on the basis of latest assessment ratios.

1.1. Administrative costs incurring the fee:

- Acquisition of the information resources and additional technical materials for processing;
- Customs and Tax;
- Easy plastic covering for paperback books;
- Supplement of barcodes, index labels, label protectors, security RFID tags;
- Putting a stamp on required pages of a library book or other print materials;
- Labor hour for physical processing;
- Labor hour for metadata (cataloging) operations.

Note: Report damaged, lost or stolen items immediately to the library within the 24 hours after checkout. Cases will be evaluated on an individual basis to determine fees.

Paragraph 2. Penalties for overdue library items

All library items borrowed for a stipulated period should be returned or renewed on time. Loan terms and conditions for different library collection materials are stated in the **ADA University Library Information Resources Use Policy (DOC. No. LPPC117)**.

When users have overdue items and unpaid library assessments, they cannot borrow or place a request, and their loans will not be automatically renewed. After returning the overdue books they can resume these activities.

2.1. Overdue fees and fines

- Fines for materials circulating for 21 days accrue at a rate of 50 AZN per item in case of not returning the overdue library item during 10 days (between the days 22-31 / 1st grace period) after the due date. The fines will be calculated in the amount of 50 AZN (2.50 AZN / 5% of the total amount, per day) per overdue item if it is not returned during 20 days (between the days 32-51 / 2nd grace period) after the first grace period.
- Maximum charge per item is 100 AZN.
- The days are indexed as calendar days.
- Fines for materials circulating for seven days or less accrue at a rate of 50 AZN per item in case of not returning the overdue library item during 5 days (between the days 8-12 / 1st grace period) after the due date. The fines will be calculated in the amount of 50 AZN (5 AZN/10% of the total amount, per day) per overdue item if it is not returned during 10 days (between the days 13-22 / 2nd grace period) after the first grace period.
- Maximum charge per item is 100 AZN.
- The days are indexed as calendar days.
- For course reserves materials intended for overnight use fines accrue at a rate of overall 50 AZN in case of late return of the library item 3 times.
- Maximum charge per item is 100 AZN.

More detailed procedures on textbook borrowing rules are stated in **ADA University Library Information Resources Use Policy (DOC. No. LPPC117, Paragraph II)**.

2.2. Overdue notices and payment options

- Borrowers receive overdue notices and statements of library charges or bills by e-mail. Failure to receive the statement of charges or bill does not excuse the borrower from paying the bill.
- Outstanding charges are viewable in ***My Account*** through the library website.
- Borrowers may pay bills online or at the bank.

Note: Unpaid overdue charges trigger a University financial bar. A financial bar prevents students from registering, receiving a diploma or obtaining an official transcript. Other users may have their checkout privileges blocked.