Materials may be declared lost three ways: by the patron, after the grace period of a claimed returned process, or after four weeks overdue. Materials that are lost will be billed to the patron for both the replacement cost and a five dollar processing fee. The library can accept payments in the form of cash and personal check. Students and alumni will not be removed from hold with the registrar’s office until this bill is paid or the materials are returned. If the patron returns the materials, both the replacement cost and processing fee will be waived and overdue fines will be assessed. If the patron finds the material and returns it within thirty days from the date of payment, the replacement cost will be refunded but not the processing fee.