Lee and Jim Vann Library

Overdue Materials

All circulating materials may be borrowed from the library collection for the period specified by current policies (see the Circulation Policies Summary). Individuals who check materials out are responsible for their safe return by the date due. Every effort will be made on the library’s part notify the borrower of overdue materials and to recover unreturned items. If overdue materials are not returned, the borrower will be invoiced for the replacement cost of the item(s) plus a processing fee.

Employees:

The library reserves the right to contact an employee’s supervisor in order to ensure the return of materials. Any faculty, staff and Emeritus Faculty of the University of Saint Francis with outstanding materials at the time employment is terminated will be required to return the materials immediately or pay current replacement cost of the item(s) plus a processing fee. Reminders will be sent out once per semester in the announcements.

Students:

Names of all students who have outstanding materials will be sent to the Registrar on a regular basis, and at the end of the academic term, and a Library Hold will be placed on their account. Those students with a Library Hold on their academic record will be denied current grades, registration for new classes, a transcript of grades, and their diploma until their record has been cleared.

Alumni:

Names of all alumni who have outstanding materials will be sent to the Registrar on a regular basis. Those alumni with a Library Hold on their academic record will be denied registration for USF classes and a transcript of grades until their record has been cleared.

Reciprocal Borrowers:

Reciprocal borrowers who borrow materials from USF library collection are responsible for their safe return on the date due. In keeping with the intent of reciprocal agreements, the borrower’s home library will be notified of outstanding materials. The home library has ultimate responsibility for the recovery of, or replacement of borrowed items.