Lee and Jim Vann Library

Lost Materials

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 processing fee. Payment of any bill should be handled through the business office. Students and alumni will not be removed from hold with the registrar’s office until this bill is paid, or the materials are returned to the library. If the patron returns the materials, both the replacement cost and processing fee removed from their account. A patron may be assessed a refund, if the materials are found and returned to the library within thirty days from the date of payment. Once a patron has paid a bill, they can either ask the business office to contact the library regarding the paid bill or bring the receipt to the library.