MAGUIRE MEDICAL LIBRARY

OVERDUE MATERIAL POLICY

The Maguire Medical Library (MML) will make every effort to recover materials which are checked out but not returned. The overdue process may include up to 5 notices, delivered to the borrower over an eight- to ten-week period.

1. Courtesy Notice: prior to the material due date
2. First Overdue Notice: (week 1)
3. Second Overdue Notice: (week 4)
4. Third Overdue Notice: consequences of not returning the material (week 7)
5. Notice of bill: billing initiated with FSU Student Financial Services (week 9)

A thorough search of MML holdings will be made prior to the first overdue notice. If the material is not found after the third notice and another thorough search, billing procedures will be initiated through FSU Student Financial Services. Library privileges may be revoked until the material is returned or the bill is paid. The invoice will reflect the price of the most current version, determined by pricing in vendor catalogs, plus a non-refundable processing fee of $25.00. If the bill is not paid, faculty/staff wages will be withheld and students will be blocked from registration.

Individual cases may be reviewed by MML administration at the request of the borrower.

Faculty and Staff leaving the university:

Upon leaving the university, faculty and staff are required by FSU to complete a termination check list provided by College of Medicine (COM) Administrative Services. COM Administrative Services also completes their section of the check list to clear property and financial obligations to the university. COM Administrative Services is required to contact the main university library to ascertain materials checked out and/or overdue and will notify the Maguire Medical Library. A full search of library holdings will be made prior to billing. Final payments of faculty/staff leave balances are not paid until all obligations are cleared.

Students leaving the university:

If students leave the university holding MML materials, they will be billed once the materials become overdue.

Books Claimed returned by borrower

When a borrower claims material has been returned, a full search of MML holdings will be initiated, and every effort will be made to locate the material. If the material is not located, billing procedures will be initiated. Borrowers may appeal claims through MML administration.