



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

### Administrative Procedure

### CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

### AP 6300.2 Library Overdue Notices

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Office(s) of Primary Responsibility:

Dean of Library Services / LRC  
Library, Instructional Support Staff  
Campus Student Accounting

A. Purpose/Scope

The purpose of this procedure is to implement certain provisions of Board Policy 6300 Fiscal Management. The district is committed to ensuring the proper use of its assets and resources and reducing the risk of loss or misuse of funds. Additionally, this procedure is supported by Board Policy 3300 Student Fee Schedule. This schedule is approved annually by Board action and defines student fees and charges including, but not limited to, Books, Equipment and Materials.

B. Defined Student Fees

BP 3300 defines approved fee schedules for Books, Equipment and Materials. BP 6300 defines internal control and fiscal accountability for District assets. The following conditions will result in the application of fees and restriction of grades, transcripts, diplomas, registration privileges or any combination thereof:

- Library overdue book charges
- Circulating library reserve materials
- Reserve library use only – print materials
- Reserve library use only – non-print materials
- Lost or damaged library materials

C. Student Delinquencies

1. The library will notify students of overdue materials according to procedures it deems appropriate, making optimum use of staff time to assure optimum results.

2. The library will place restrictive holds on student grades, transcripts, diplomas, registration privileges or any combination thereof.
3. The college library will place restrictive holds on their internal Patron Record System.
4. Students will be informed that the removal of restrictive holds is a two-step process:
  - a. First, the student must contact the library to determine the amount of the fee as stated in BP 3300.
  - b. Second, the student must pay the fee at the Student Accounting office on campus.
5. At the point in time that the student pays the determined fee, Student Accounting will remove the restrictive holds from the student record.
6. Student Accounting will forward, on a regular basis, confirmation of fee payments to the library. Upon receipt of this confirmation the library will remove the restrictive holds from the internal Patron Record System.

D. Faculty, Staff, Administrator Delinquencies

1. The college library will notify faculty, staff or administrators of delinquencies via school mail or other appropriate mechanism.
2. Campus Presidents, or the designated administrator, will take follow-up action as deemed necessary.

Reference: BP 6300

Approved by Chancellor:

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Date

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Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.