



Overdue Notices, Fees, Fines and Penalties

Overdue Notices

- Overdue notices serve as reminders and are sent to library users via phone call, chat, email, and text message. Failure to receive these notices does NOT exempt users from paying the applicable fines and fees.
- If outstanding accountabilities remain unresolved, the Library will coordinate with the Registrar's Office to temporarily hold the issuance of credentials.
- Once all accountabilities are settled, a library clearance will be issued by the GCS librarian and forwarded to the Registrar's Office.

Fines and Fees

- Library users are not permitted to borrow additional library resources until all outstanding fines and fees are settled.
- A fine of Ten Pesos (P10.00) per day will be charged for overdue books. Payments should be made at the GCS counter or through the payment methods provided by the Office of the Vice-Rector for Finance. ([Library Circulation Policy-Methods of Payment.docx](#))



LOST LIBRARY MATERIAL

Lost and Replacement of Library Material

- All borrowers are responsible for replacing lost material and settling any applicable fines and fees.
- If an item is lost, the borrower must notify the GCS immediately to stop the accumulation of overdue fines.
- The GCS librarian will record on the borrower's account the date the lost material was reported.
- **The GCS librarian will provide guidance on the available replacement options. The borrower must:**
 - Replace the exact lost item by purchasing it themselves;
 - If the exact copy is not available, the Library will help purchase the alternative title in consultation with the Head Librarian (HL);
 - If the exact copy is unavailable nor its alternative title the borrower will pay for a replacement.
- A grace period of fifteen (15) days is given to replace or pay for the lost item.
- Otherwise, overdue fines will continue to accumulate until the book is replaced or paid.
- **Once the replacement method is chosen, items may be replaced in any of the following:**
 - 1.) Replace the exact lost item by purchasing it themselves;**
 - The borrower will replace the lost item with the exact title, edition, and copyright as the original.
 - The borrower will bring it to the GCS for recording and clearance.
 - The GCS librarian will forward the replacement copy to the Technical Section for processing.



2.) Alternative Title Replacement

- If the exact copy is not available, the borrower must consult with the HL of the section/branch where the book is located.
- The HL will suggest alternative titles based on the following conditions: must be hardbound, the cost must not be lower than the original item, the copyright must be within the last five (5) years, and it must be printed on original paper (photocopies or reprints are not accepted). This process may be coordinated with the Acquisition librarian (AL).
- Before purchasing the alternative replacement title, the borrower must send scanned images of the title and copyright pages to the HL and wait for approval before proceeding with the purchase.
- Once approved, the borrower must turn over the book to the GCS librarian and settle any outstanding fines and fees to complete the clearance process.
- The GCS librarian will forward the replacement copy to the Technical Section for processing.
- In case no alternative title is found and the borrower decides to pay, the GCS librarian will notify the HL through e-mail.

3.) Replacement via Payment

- The GCS Librarian will coordinate with the Acquisitions Librarian (AL) regarding the replacement title and its corresponding fees.
- The GCS Librarian will inform the HL that the lost material has been paid and its record in the system will be tagged as lost.
- The AL will coordinate with the HL regarding the title replacement of the lost material.
- The AL will purchase a new title and forward it to the Technical Section for processing.