

Year's End Notice from the UCA Library

May 2017

To: Students and Parents

Re: Library Books & Textbooks

Returning Your Books:

We suggest that you stay by as your books are checked in, to make sure that you are returning the ones that are checked out in your name. Turning in other people's books helps them, but not you! Ask to see if all your books have been turned in, both textbooks and regular circulation books.

Due Dates:

- All library books, textbooks, computer switches and cords are due on the last day of classes for the student:
 - Seniors = May 26
 - Freshmen & Sophomores = May 31
 - Juniors = June 1

General Late Fine – Each book returned after the due date will incur a \$10.00 non-refundable charge, added to the replacement cost. Books left outside the Library doors or anywhere else after the due date are NOT considered returned on time and will be assessed the \$10.00 per book late fee fine.

Late Books after June 15 Charge - All textbooks returned to the library **after June 15** will receive a maximum refund of 50% of the cost of the book. The \$10.00 late book fine will not be refunded.

Damage Fines – Students will be charged for excessive wear or damage to their books if it has occurred. This fine varies with the value of the book.