

# Year's End Notice from the UCA Library

## *May 2018*

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**To: Students and Parents**

**Re: Library Books & Textbooks**

### **Returning Your Books:**

When your teacher lets you know you are done with your textbook, please turn it in. You don't have to turn all your books in at once!! Ask to see if all your books have been turned in, both textbooks and regular circulation books.

### **Due Dates:**

- All library books and textbooks are due on the last day of classes for the student:
  - Seniors = May 25
  - Freshmen, Sophomores & Juniors = May 30

**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.