UNC
KATHRINE R. EVERETT
LAW LIBRARY

Fines and Fees

Loan Periods and Fines (Effective July 1, 2013)

Materials	*Loan Period*	*Fine Rate*
Law Stacks: General Collection Books	30 days	$0.50 per day
Law Reserve: Books	4 hours	$0.25 per hour
Law Reserve: Audio/Visual (Audio CDs, Leisure Videos, and Games)	3 days	$1.00 per day

$25.00 is the maximum overdue fine charged for returned materials ($50.00 for recalled items).

Recalled Book Fines

- Additional fines apply to books that have been recalled for another borrower. Recall fines double the fine rate per item per day. There is no grace period for recall fines; fines begin accruing as soon as the book is overdue.

Lost and Damaged Books and Replacement Fees

- Patrons are responsible for the books they borrow and will be charged for damaged or lost books. Books are automatically declared lost and the patron is billed when the item is 42 days overdue.
- Lost book fees are the actual replacement cost incurred by the Law Library to replace library materials.
- All lost books will be subject to a $25.00 processing fee in addition to the lost book fee.
- If the book is returned after it has been declared lost, only the maximum overdue fine plus the $25.00 processing fee will be charged. If the book was recalled, the fine will be greater.
- When books have been damaged beyond repair or are known to be irretrievably lost, patrons may contact the Circulation Desk Coordinator to request to arrange replacement of the item. Patrons may be charged for highlighting, underlining or writing in library books. Replacement copies must be new books and must be the same edition as the lost item. Used copies are not acceptable replacements. A processing fee of $25.00 will apply to all replacements.
- Patrons may appeal all decisions related to fines by filling out the appropriate forms. Decisions are made by either the Head of Access Services/Reference Librarian or Assistant Director for Public Services. Appeals from this decision may be made to the Director or Deputy Director of the Law Library, whose decisions are final.

Notices

- UNC faculty, students, and staff receive overdue, recall, pickup, fine, and lost item notices by email. Other patrons receive these notices via email notices, unless postal mail is requested.
- Courtesy reminder notices, sent three days before items are due, are available only via email.

Collection of Fines

- All fines may be paid in person during open hours at the Law Library Circulation desk.
- Student fines not paid on the day the overdue materials are returned will be sent to the Office of Student Accounts in SASB North for collection.
- Non-student fines may be paid with cash or by check payable to “UNC Law Library.”
- Fines may be paid by mailing a check to:

Circulation Department
Katherine R. Everett Law Library
160 Ridge Road, CB #3385
Chapel Hill, NC 27599-3385

If you have any questions about fines and billing, please email Stacey Byrd, Circulation Desk Coordinator or call 919-962-1196.

Last Updated: 6/21/2013