



Academic Policy

Policy Title:	Library Replacement Costs
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Related Policies:	NA
Related Laws:	NA

Policy Summary: Library Replacement Costs

This policy outlines the system of reminders and replacement costs used by Jackson College Library to ensure library materials are returned and available for other library users.

Scope:

This policy applies to all Jackson College students, employees, faculty, and guest users who reside in Jackson County and use the JC Library, including users at all Jackson College campuses.

Policy Statement:

When a patron checks out an item from the JC Library, the expectation is that it will be returned on or before the due date in the same condition in which it was loaned. A series of notifications are sent to the patron before and after the due date to serve as reminders.

Because fines create access barriers for the most underserved communities, the American Library Association [passed a resolution](#) that recognizes fines as a form of social inequity and has urged libraries nationwide to find a way to eliminate their fines. As a result, fines are no longer charged for late returns on Jackson College Library and Jackson District Library (JDL) materials, regardless of when and where they are checked out. However, replacement costs will be charged in certain situations.

Notifications

Library patrons who have items on loan receive up to five notifications to remind them that the due date is approaching and/or that the item is overdue.



Notifications are scheduled as follows:

1. Due – sent two days before due date
2. 1st Overdue – sent five days after due date
3. 2nd Overdue – sent 14 days after due date
4. Final Overdue – sent 21 days after due date
5. Assumed Lost – sent 30 days after due date

Item Replacement Costs

1. If an item on loan is not returned within 30 days after the due date, the item status will change to "lost/missing." At this time, the user will be charged the full replacement cost of the item.
2. If an item is returned within 30 days, but is damaged beyond repair, the user will be charged the full replacement cost of the item.

Replacement costs vary according to the item and are charged for all materials not returned to the library or damaged beyond repair. In general, the original price paid for more recently purchased items is the determining factor in setting the replacement cost.

Accrual Thresholds for Replacement Costs:

1. Accrued charges over \$10.00: Users owing \$10.00 or more are flagged and made aware of the charges when checking out materials.
2. Accrued charges over \$25.00: Users owing \$25.00 or more are mailed a formal letter before their account is sent to a library collection service.
3. Accrued charges over \$50.00: In addition to the steps above, Jackson College reserves the right to prevent students from registering for courses when accrued charges total over \$50.00. This includes materials obtained through MeLCat and interlibrary loan.

Books

The replacement cost of a book is based on the original price for newer items and the default price for older items, depending on the item type. If there is no purchase price listed in the item record, the amount charged is the default price. For example, the default price of a circulating adult book (XB) is \$50.00, while the default price of a juvenile book (XJ) is \$25.00.



Library of Things Collection

Replacement costs for most items in the Library of Things collection are based on the original purchase price. However, the default prices for some Library of Things items may be adjusted if the amount deters patrons from returning them. For example, using the original purchase price as the replacement cost for high-use, low-cost items such as phone chargers has proven to deter patrons from returning them. Therefore, a higher default replacement cost may be set to help prevent

patrons from keeping library items indefinitely.

Note: Laptop kits, which consist of a laptop, power adapter, mouse, and carrying bag, have a replacement cost of \$900. In addition to the accrual thresholds explained above, student accounts for missing/lost laptop kits are forwarded to the JC Business Office for billing. The Business Office will set up a payment plan to assist students in repayment. To help ensure that laptops are returned, each device is configured to be tracked and remotely disabled.

References

Library policies and guidelines: libguides.jccmi.edu/policies

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
1/4/12	Initial Release	J. Frew
4/9/14	Updates from Library Director	S. Davis
5/23/18	Review and Edits	J. Adams
05/05/2021	Edits from Library Director	J. Adams
5/5/21	LC Approved	J. Frew
10/16/2024	Edits from Library Director	J. Mikesell