



STUDENT CONFLICT RESOLUTION CENTER LIBRARY

OVERDUE BOOK PROTOCOL

SCRC does not levy daily fines on late books. If the book in question is not turned in within 3 days of a late book notification email or phone call, the patron will be billed the fair market value of the book, as well as a \$10.00 re-stocking fee.

Library patrons have the option of renewing a book that is checked out for one additional week, so long as there are no current holds on the book, via email at scrc@uoregon.edu. Please type SCRC Library Renewal Request in the subject line. Upon receipt of the request, a SCRC employee will ascertain whether or not a hold exists, and notify the patron. The request must be made before the book becomes overdue, or within the 3 day grace period, to avoid having your account billed.

1. All books are due no more than three (3) weeks after the date of check-out.
2. If the book in question is not turned in within three weeks of check-out, the patron will be notified that the book is late via an email message and/or a telephone message.
3. The patron will then have three (3) days from the date of notification within which to return the book. If the book is not returned within three days, the patron's university account (such as a student account) will be billed for the fair market value of the book, as well as a \$10.00 re-stocking fee.
4. If the patron is faculty or staff, a bill will be left in your UO mailbox.

Please Note: SCRC reserves the right to discontinue lending to any patron due to habitual late returns.

LOST OR DAMAGED BOOKS

If a book is lost or damaged, the patron will have the option to:

A.) Obtain and bring to CRS Library a new copy of the book that is identical in every way; ie: the same edition and in the same condition as the lost book.

OR

B.) CRS Library will bill the patron's university account for the fair-market value of the book in question, as well as a \$10.00 re-stocking fee.

Thank you for helping UO Student Conflict Resolution Center maintain a free and public library for the University of Oregon by keeping our books in good condition and returning them in a timely manner.