

Library Rules

1. **RESERVE** materials are those that live in Room 473. Anything with an orange sticker is Reserve, though not all Reserve materials are orange-stickered.
 - Reserve materials do not leave the Library without the explicit permission of the Skinner.
 - **Special Reserve** materials do not even leave the back area (Damnation Alley) without a special “sign-out” that allows an item to be read elsewhere in the Library.
2. **CIRCULATING** materials are those that live in Room 475; they never have orange stickers.
 - Members may borrow Circulating materials for up to twenty-one (21) days.
 - Members may have a maximum of eight (8) items in circulation at any one time.
 - **ALL** books signed in or out *must* be countersigned by a **Keyholder**.
 - Everything must be done in *ink*, not pencil.
 - Only a member may sign out books on his/her/its sheet. Anyone may return a member’s books and sign them in on that member’s sheet.
 - Books must be returned to the Library. There is a slot in the door for returns at arbitrary times; hence, *that the Library was closed is not a valid excuse for overdue books*.
 - Books mailed back to the Library are considered returned as of the date of the postmark.
3. **BOOK DROP**
 - Any batch of books left in the bookdrop must include a note with the borrower’s *name*, the list of *titles* being returned, and the *date* on which they are returned.
 - Books too large to fit through the slot will have their due date extended by a week if a note is left in the book drop (with name, title, and date, as usual) indicating the problem.
 - Books *cannot be renewed* except by physically bringing them to the Library to check in and check back out. A note requesting that they be renewed is not sufficient.
 - Books left without a card and date are considered returned as of the date they are found.
4. **FOOD** and drink are generally not allowed in the Library.
 - Some non-messy foods *may* be permitted, ***in the front area only***, at the discretion of the Keyholder on duty. Food ***never, ever*** goes into the stacks!
 - **Never** read or browse Library materials with food in your hands. Your hands should be reasonably clean when handling Library material; if they aren’t, wash them.
 - Kzinti are not permitted to eat the members.
5. **SMOKING** is *absolutely forbidden*. Smokers are subject to expulsion and banishment.
6. **BAGS** of any sort are ***not to go past the desks***, not even a little bit. The banana-colored couch is the favored deposit location. Any bags that do wander forward may be relocated. Don’t even **think** about bringing a bag into the stacks.

Fine Rules

Different books count as different offenses for purposes of fines assessed on a per offense basis.

1. Overdue fines are twenty-five cents (\$0.25) per day per item.

Books are always *due* twenty-one (21) days after being taken out, but a book that falls due during a time warp does not begin accumulating overdue *fines* until the time warp ends. Overdue books still bar members from checking out books, whether fines accumulate or not.

There is always a time warp for winter break. This starts the day after finals end and runs through the third day of IAP (so fines start on the fourth day). Time warps could theoretically be declared on other occasions, but usually aren't.

2. The maximum overdue fine is \$10.00 / item (i.e. 40 days overdue, i.e. out for two full months).

3. A book is considered lost when MITSFS is informed. Overdue fines stop accumulating when a book is reported lost, but any incurred on the book before then are still due. The fines for (unreplaced) lost circulating items are as follows:

- Paperbacks: \$15.00
- Hardcover: \$40.00
- Unbound Magazines: \$8.00
- Bound Magazines: \$8.00/issue included + \$30 binding fee

We'd much prefer a replacement copy, in which case there's still an overdue fine but not a lost book fine. Make sure to tell the Keyholder it's a replacement copy for a lost book.

4. The fine for signing out Reserve material is \$2.00 per item. This fine is in addition to any other fines that might be incurred. Fines for (unreplaced) lost Reserve material are triple those for circulating material.

5. The fine for illegally signing out circulating material is \$1.00 per item. Circulating material is considered to be illegally signed out if any of the following apply:

- the member has overdue books out
- the member has an unpaid fine
- eight (8) items are already signed out
- the membership sheet is marked as expired
- the member's initials are not in the sign-out column
- there are no Keyholder's initials in the sign-out column
- the sign-out date is incorrect or omitted
- the back of the membership sheet lacks required information or the member's signature

This fine is in addition to any other fines that might be incurred.

6. A fine of fifty cents (\$0.50) per offense shall be assessed for the following offenses:

- incorrect or missing author on the membership sheet
- incorrect or missing title on the membership sheet
- incorrect or missing P or H notation on the membership sheet
- failure to initial an item on the membership sheet at check-in
- failure to have the Keyholder initial the membership sheet at check-in
- incorrect or missing date on the membership sheet at check-in
- illegible information on membership sheet
- check-outs written other than in the rows provided
- anything else that makes the Keyholder's life miserable

These fines are in addition to any other fines that might be incurred.

7. Book drop fines:

- \$1.00 per offense for returns missing a card, or without the member's name on the card
- \$0.50 per offense for incorrect or incomplete information (e.g., no date, wrong title)

Books do not accumulate overdue fines once returned, even if unaccompanied by information.

8. Fine assessments may be appealed to the VGG or the Skinner. The decision of the Skinner is final. A member cannot check out books while an unpaid fine is being appealed.

These fine rules are in effect for all offenses committed on or after February 1st, 2007.