

## **Procedure about fines due to delay in returning, damaging and losing the resources**

### **Definition**

The main population of the university includes students (at bachelor's, master's, and doctoral levels), employees, and faculty members. According to this population, the frequency of members and the research needs of each group, as well as their different access levels to library resources, and different borrowing days for members have been determined in the system, and the return date of the books is cleared for each group. With these explanations and rules related to the library, the delay in returning the books after the end of the period would be subject to fines.

### **Importance and Purpose**

Laws have been established due to the essential role of curricular and non-curricular resources in education, the limitation of providing these resources by university libraries, considering equality in access by all the members, and the necessity of legality in providing the resources using. The purpose of determining fines for late returning, damaging and losing of the resources is to establish the order in library work processes, and to create equal opportunities for all different groups and users.

### **Rules**

#### **Delay in returning the book**

**If the borrowed books are not returned on time, the users will be dealt with as follows:**

1. For students who are late, the notice of returning the resources will be sent by e-mail, and the delay will be forgiven for up to one week.
  2. If the book is not returned after 10 days, a late fine of 1000 Rial would be charged per day. The calculation criterion would be the delay days from the original return date of the book.
  3. Delay in return up to one month is 1000 Rial per day.
  4. Delays of more than one month would include a double financial penalty and users will be required to pay all financial penalties when settling the account.
  5. If the total delay reaches 120 days, the member's profile will be blocked until the account is settled and the fines are paid.
  6. If a book is reserved, the fine for each day of delay is 5000 Rial.
  7. In case of repeated delays and inattention of the member, the user's membership would be suspended.
- If the member's profile is blocked and closed, all borrowing and reservation services would be stopped and the unblocking of services is subject to the payment of fines.

#### **Information on the amount of fines and payment method**

Members can be informed about the amount of their fines due to their delay through the link <https://centlibrary.sbu.ac.ir/faces/login.jspx> at the Azarsa system of university libraries.

To pay fines, members can pay their fines through the electronic payment portal of the university website through the link (<http://payment.sbu.ac.ir>) and the POS machine in the Central Library.

- The final settlement of the library account with the member depends on the full financial settlement. Late fees would not be charged as cash.

### **Fines for loss or damage to the resources**

1. Damage to the property and resources of the university libraries is considered a violation, and in addition to the fines provided by law, the library can force the violator to deprive the library services and compensate for the damage.
2. If there is any damage to the borrowed resources including (writing notes, marking, tearing, pouring water and liquids on it, copying of the book that leads to damage to the cover of the book, etc.) the membership profile of the person would be blocked at the discretion of the librarian, the possibility of using the library services would be taken away, and fines would be taken due to the damages according to the updated price of the book.
3. If a part of the book or its pictures and papers are cut and incomplete, the borrower would be responsible and he is obliged to prepare and deliver the latest edition of the source to the library within a maximum period of one month. (The librarian must make sure that the book is safe when borrowing it so that the member does not have any responsibility when he/she returns it.)
4. In case the borrowed resources are lost, the borrower is obliged to prepare the latest edition of the resource and deliver it to the library within a maximum period of one month. Moreover, in addition to the delay penalty, the costs of preparing and organizing resources would also be charged to the member.
5. If it is not possible to obtain a source (due to loss or damage) in the market, the member is obliged, following the library manager, to prepare another book that is equivalent to the same source in terms of subject matter and finance; otherwise the price would be calculated three to five times for Latin and twice for Persian the updated price books.
6. Doing any kind of fraud and changing the source and presenting it instead of the source to the library is considered a violation and the violator would be dealt with according to the provisions of damaging the sources.