



University Policy Statement

UPS 508.000

**POLICY ON RETURN OR REPLACEMENT OF
LIBRARY MATERIALS**

A spirit of cooperation and a sense of responsibility are essential to ensure equal access to library materials by members of the University community. Therefore, faculty, staff, students and other users shall comply with regulations established by the Trustees and the procedures established by the campus and the Library for the recovery and replacement of such materials. Persons who keep materials beyond the regular loan period shall respond promptly to overdue notices sent at the end of each semester or session and shall return at once any materials requested for reserve or for other members of the campus community. Persons losing library materials shall pay for their replacement within 30 days of billing. If such payments are not made, the Library shall institute appropriate procedures for the recovery of monies due consistent with applicable law and policy, including but not limited to California Government Code section 12149 *et seq.*, Title 5 California Code of Regulations Sections 42380-42381, and CSU Accounts Receivable Management Policy (ICSUAM 3130.01). Unpaid library fees may be collected using any method allowed by governing law, regulation or rule, including direct contact, collection agencies, legal actions and Franchise Tax Board refund offsets.

Source: Library Committee

EFFECTIVE DATE: April 19, 2024

Supersedes: UPS 508.000 dated 4-13-21
and ASD 21-41