



Library Fines Policy

INTRODUCTION

1. This policy sets out the College's position on unpaid library fines. It identifies steps the College may take where library fines are unpaid for a significant period.
2. The policy is required to safeguard the interests of other library users and the reputation of the College, both of which are potentially affected by overdue fines.
3. This policy should be read in conjunction with the [Student Code of Conduct and Disciplinary Procedures](#).
4. It should also be read in conjunction with the [Senate House Library](#) ('SHL') policy on fines.

GENERAL PRINCIPLES

5. The timely return of books to the SHL is required to balance access to books by different library users. Failure to return a book for a protracted period is outside the spirit of the use of library resources and affects others who may also need access to the book.
6. The non-return of books also affects the borrower, as it is possible for a student to be barred from SHL, with potentially serious consequences especially should this occur in advance of assessment deadlines.
7. Under the SHL policy as of this writing, it is always possible for students to redeem access by payment of a replacement book fee and an administrative charge. The SHL terms this 'billing' a book, assuming it to be lost where it is 34 or more days overdue. Therefore, where a book is lost, students should not allow fines to accrue indefinitely, but instead should enquire as to the possibility of billing the book.
8. If students face financial difficulty in pursuing this avenue, the point should be raised with Student and Academic Services (SAS), who will consider avenues of assistance in confidence.
9. However, under no circumstance should fines be allowed to accrue indefinitely.

PROCEDURES

10. If fines accrue such as to raise concerns, the following procedure applies:
 - 10.1. The VLE and Library Resources Manager (VLRM) will review fines at the end of each term.

- 10.2. If any fines raise concerns, the point will be raised with the Faculty Library Officer (FLO).
- 10.3. If the concerns arise during studies, the FLO and VLRM may agree to provide a verbal warning to students whose fines raise concerns.
- 10.4. Where this warning is not acted upon to resolve the concerns, the FLO can refer the matter to the Student Code of Conduct and Disciplinary Procedures. It is however expected that this possibility would only apply where significant concerns arise.
- 10.5. In the event of concerns arising towards the end of studies, when there is the possibility that fines might never be repaid after graduation, the College reserves the right to condition attendance at graduation on the payment of fines or return of books as applicable.
11. Students should note that serious cases of outstanding library fines could be considered indicative of issues with integrity that could affect future opportunities, especially in the professions.¹
12. As above, students are strongly encouraged to engage with the support services available to avoid these procedures proving necessary, especially in the case where there is difficulty in paying a fine.

REPORTING, MONITORING AND REVIEWING

13. This policy will be monitored by the VLRM.
14. The VLRM will report to Teaching, Learning and Enhancement Committee termly.

¹ See e.g. Solicitors' Regulation Authority, 'Character and Suitability,' in *Admission to be a Solicitor* available at <https://www.sra.org.uk/sra/decision-making/guidance/admission-solicitor/> (last accessed 29 October 2019).

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1.0	December 2019	December 2019	Academic Operations Officer	NCH Academic Handbook/ policies and procedures/general	December 2020
Referenced documents	Student Code of Conduct and Disciplinary Procedures				
External Reference Point(s)	Senate House Library Fines Policy; UK Quality Code Theme: Learning and Teaching; Enabling Student Achievement; Student Engagement; Course Design and Development; Solicitors' Regulation Authority, 'Character and Suitability,' in Admission to be a Solicitor				