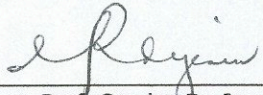


Policy No:	ACA-POL-LIB-0005
Policy Title:	Overdue Fines Policy
Implementation Procedure:	ACA-PROC-LIB-0006 Payment of Overdue Fines
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Library Services Department
"Supersedes" Notification:	
Purpose of Policy:	This details the Colegio's policy on imposing overdue fines on all Library patrons.
Detailed Policy Statement:	<ul style="list-style-type: none"> • A fine of ten pesos (P10.00) per day will be imposed on borrowers for overdue books and five pesos (P5.00) per hour for library materials issued by the hour. • Overdue fines continue to be assessed until notification is received. Failure to replace and/or to pay the fines within the allotted time means suspension of borrowing privileges. • Students, employees and alumni should pay their fines only through the authorized librarian. • Employees who fail to pay their fines shall have their clearances on hold. • Students who fail to pay their fines shall be reported to the Financial Affairs Division. • The Colegio reserves the right to hold the enrollment and credentials of students who still have unsettled overdue fines. • The borrowing privileges of alumni shall be revoked in case they fail to pay their overdue fines.
Applicability:	Students, employees and alumni
Policy Approval Authority:	Chief Librarian
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Carolyn De Jesus
Date of Approval	1-10-12

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