

## LibraryWorks - Lending Policies

- Users must be registered as the AgeWorks online students.
- Users are subject to the same responsibilities as outlined in the [USC Libraries : Lending Policies](#) with amendments described herein.
- There is a maximum of 10 books and 10 photocopied articles per AgeWorks student.
- Distance learners are responsible for the timely return of all materials, this includes recalled items. Be sure to allow ample time between the due date of the item and the date you plan to ship your returns in order to allow your returns to arrive and be discharged from your library record. Please note: photocopied journal articles do not need to be returned.
- Return books must be shipped to the Gerontology Library via first class U.S. mail. Recalled items must be return shipped via express mail. Borrowers are responsible for all return shipping charges.
- Overdue Books: subject to fines of \$0.50 per day to a maximum of \$40 to \$100 per item. Recalled items are subject to a **\$5.00** per day fine to a maximum of \$40 to \$100 per item.
- **Lost Books:** must be reported to the owning library immediately. These are subject to a minimum replacement fee of \$70.00. This includes a \$20.00 processing fee. The library will adjust the replacement fee upward if it does not cover the price of the material. Outstanding overdue fines for the item will be waived.
- **Damaged or Lost items:** borrowers are responsible for replacing or paying for lost or damaged items. Borrowers may replace a lost or damaged item with a duplicate copy acceptable to the library from which it was borrowed. The borrower will be assessed a \$20.00 processing fee.
- **Paying fines, fees and bills:** only checks drawn on US banks are acceptable. Borrowers will be charged a \$20.00 fee for returned checks.
- **Suspension of privileges:** outstanding debts or overdues from any library will result in a revocation of all library privileges until the debt or overdue is resolved.
- **Confidentiality:** the library will not release personal borrowing information about any library card holder to any other individual or organization unless required to do so by law