

Law Library Lending Policies

Identification required for checking out material

Students, Faculty, and Staff:

Valid Southern University Law Center ID card, Others:

SUBR Library cards are accepted, or patrons with current photo identification may apply for a Law Library card.

Loan Periods

Books - 14-day loan

Reserve Materials - 2 hours; 24 hours; 2 days

Exams - 2 hours

Renewals

14-day loans may be renewed one time for an additional 14 days if another patron has not requested the item. Renewals are subject to recall.

Reserves & Exams are renewed at the discretion of the Reserve and Circulation Librarian.

Recalls

14-day loans may be kept for the entire loan period. Recalls may be placed at any time. Renewals/overdue items are subject to recall.

Rush Recall

Titles needed for Reserve Collection may be recalled at any time.

Recall options are at the discretion of the Circulation and Reserve Librarian.

Overdue Fines

14-day Loans:

\$0.35 per day

Maximum fine is the cost of the book.

Reserves & Exams:

\$1.00 per day for titles with daily loan periods

\$1.00 per hour for titles with hourly loan periods

\$16.00 maximum per day

Replacement Fees

Patrons are billed for failing to return items following overdue notices. These volumes are considered lost by the library. Each volume is billed at the cost of the book plus a \$15.00 replacement fee and must be paid, as are any overdue fines on Reserve Collection titles.

After a billing statement is sent, patrons must pay any overdue fines, even if the book is eventually returned to the library.

Patrons may not provide a replacement copy for a lost or damaged item.

Appeals

You may appeal overdue fines, but lost book charges cannot be appealed. To appeal, contact the Circulation and Reserve desk at (225) 771-2146.

Invoicing

Items that have not been renewed within 45 days of the due date are considered "lost." Patrons will be sent a bill for replacement fees and any fines incurred. If more than five books are involved, a block will be placed on further borrowing.

Payment of Fees

Fees must be paid as they appear on your billing statement that you receive for the semester.

Nonpayment Penalties

When an account reaches \$50.00 in non-payments, a hold is placed on University records. Users having outstanding fees may also be blocked on the circulation system and overdue accounts will eventually be referred to a collection agency.

Return of Lost Books

If a lost book is returned, the cost of the book will be refunded only. The replacement cost and the overdue fines are still due.

Avoiding Library Charges

- Return reserve materials on time. Check the receipt for the date and time an item is due.
- Don't ignore overdue notices. If you feel you have gotten an overdue notice in error, contact the Circulation and Reserve Department as soon as possible. If it is an error, it can be corrected before it is invoiced and a hold is placed on your University records.
- Change your address when necessary. Please make sure the address in your University records is current.

Questions?

Questions concerning these matters can be discussed with the Circulation and Reserve Librarian, Room 146, Monday - Friday, 8 a.m. – 5 p.m., or call (225) 771-2416.