

LIBRARY FINES

A library fine is incurred when library material is returned after the prescribed item loan period. ALL users are subject to the same rules whether one is a first year student or the University Vice Chancellor in addition to the library staff members themselves.

There is no one standard fine across the library system as the type of material borrowed (e.g. book, journal, and e-reader) and the patron type (staff, under graduate student, post graduate student etc.) determine the loan period of the item unless they are non-circulating items or for in-library use only. Some resources such as overnight books and books from the short loan collections may attract an hourly fine whereas a book on the open shelves may be subject to a daily fine.

STATUS	NUMBER OF ITEMS ALLOWED	LOAN PERIOD (Days)
Undergraduates	6	7
4th Year and Honours Students	8	14
Masters Students	12	30
PhD Students	15	30
University Staff	30	45

WHY DO LIBRARIES IMPOSE FINES?

Within the framework of the University and library budget so we are not able to buy books for every student or staff member. We are however able to purchase key titles in the teaching areas of the university, and these resources need to be shared amongst everyone giving staff and students equitable access to materials. We need to share our books with all our users!

REMEMBER TO KEEP YOUR STUDENT CARD SAFE

- **You** are responsible for Library items checked out in your name **until they are checked in by library staff and cleared by the system**
- Fines can easily be avoided by returning your materials on time or taking the time to renew them (- watch the video "How to renew a book – you Tube"
<https://www.youtube.com/watch?v=kgBwBvXCMJK>
- Renew items you have borrowed online by using your library account!
<https://innopac.wits.ac.za/patroninfo~S0>
- Renewals of loans are permitted unless another user has placed a hold on the book.
- Renewals may be done in person at the desk or online.
- An item may be renewed up to four times if another user does not require it.
- Postgraduates and staff may also renew items by telephone.
- If a renewal is made after the due date, a fine will be charged for the period up until the item was renewed.