

## Library Books Overdue Info Sheet

1. Student loans book/s from library – Book/s that are loaned have a due date. Student notifications are emailed via the library system when
  - A book is overdue to return the item,
  - Five notices are mailed, stating that the book/s are due and the student is incurring fines (using Wiits student or staff e-mail)
  - A final notice is emailed, billing the student when there is no response
  - Student can check their account by logging into [“My Account”](#) (also on the MyLibrary mobile app on Play or App stores).
2. Fines are incurred if book/s are not returned / renewed on due date. Click here [Borrowing Privileges](#) for more information

The Library SIMS hold is placed manually:

- When the books loaned are long overdue / billed.
  - When the student has a fine that is more than R200.00.
  - When the Library receive base lists for students graduating or
  - Done regularly from items billed.
  - All the above by a librarian from the branch library where the book/s were loaned.
3. The library systems office places a SIMS block with the reason in the comment field e.g. Fine of ..., no. of books out ... (the library will not place a SIMS block for fines under R200.00) on the Student Information Management System (SIMS).  
A automated patron notice is sent informing that a hold has been raised on the Student Information Management System (SIMS).  
If no action is taken by the patron to rectify the matter, SIMS will send automated reminders to the same e-mail address.
  4. Student can reach out to the branch library where the book was taken out, to either return, provide a replacement copy or pay the fine or replacement fee.  
Students may login to the student portal and upload proof of payment (attaching a document), once approved SIMS will send a confirmation notification that all document/s were received, approved and that the SIMS hold is cleared.  
Should the submission not be correct (for any reason), a rejection notice will be sent and a new submission with corrected information can be made.
  5. In addition it is also possible for students to contact the library with a receipt as proof of payment of fine or replacement copy or loaned book/s – Library removes block on “SIMS” and from library system.

Payment Options:

- There is a process for paying by EFT into the library sundry account (the library sends the account details upon student’s request)
- Transfer from student fees account to library
- Pay at the cashiers office
- Pay at library branch using “Kudu bucks”

Note: Costs of replacement of books not returned currently are:

WHSL and Law R 1905.00

Other Faculties R 1765.00