

## Overdue Policy

1st Notice - 1 week overdue

2nd Notice - 2 weeks overdue

3rd Notice - 3 weeks overdue - Student is called to library to ascertain why materials have not been returned. Student is given until the following day to return materials and pay a fine.

4th Notice - 4 weeks overdue - Student is given a referral which is sent to Student Life. Student is still required to return materials and pay any outstanding fines. Student will lose library privileges.

5th Notice - 5 weeks overdue - If after the student is given a detention and still fails to return materials and/or pay the outstanding fine, the parents/guardians of the student will be called.

If by the end of the semester, the book(s) have not been returned and the fine(s) are not paid, the student will be charged for the value of the book(s).