

Policy Title: Late Return Policy
Policy Number: LIB.2600.03
Policy Owner: Library Director
Responsible Office: NAU Library
Revision Date: 02/05/2026



1. Purpose and Scope

The purpose of this policy is to ensure the effective and efficient circulation of NAU Library resources by requiring borrowers to return or renew materials on time in accordance with the library's Circulation Policy. Timely returns help maintain equitable access to resources for all patrons and support the smooth functioning of library services.

2. Policy

Patrons are responsible for any late fees and for the replacement or repair costs of lost or damaged library materials. Library staff will inform patrons of due dates at the time of checkout or renewal; however, it remains the patron's responsibility to monitor their account status and ensure timely returns. Patrons may check their library account by contacting the library via email, phone, or in person.

If items are not returned within the designated borrowing period, applicable fees will be charged to the patron's account, and borrowing privileges will be suspended until the matter is resolved.

The library does not accept replacement items in lieu of payment for lost materials. Borrowing privileges will remain suspended until all lost or damaged items are resolved and the patron's account is cleared. If charges are not settled promptly, a hold may be placed on the patron's university account. This hold can affect the ability to register for classes, obtain transcripts, or receive other university services.

Patrons will not be charged overdue fines if they have already paid the lost item fee. However, if a lost item is found and returned before the lost fee is paid, overdue fines may still apply. The maximum overdue fine is outlined in the library's fee schedule.

At the conclusion of each Fall, Spring, and Summer semester, all accounts with outstanding library materials or unpaid late fees will be placed on hold. If an item is not returned by the end of the semester or session, it will be considered lost. The lost item fee will be assessed, but will be waived if the material is returned; however, any applicable late fees will remain.

FEE SCHEDULE

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| Overdue fee | \$0.10 per day per item |
| Accrued fee checkout limit | \$5.00 |
| Maximum overdue fee per item | \$30.00 |
| Material from Reference and Reserves (e.g. textbook) | <ul style="list-style-type: none">• A fine of \$5 per item will be charged for the first day an item is overdue, followed by an additional \$5 per item per day for up to three days.• After the third day, the item will be considered lost, and the patron will be charged the replacement cost of the material. |

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| | <ul style="list-style-type: none"> Also, a hold will be placed on the patron's account, and borrowing privileges will be suspended for six weeks. |
| Damaged or Lost item | Current cost of the lost item and processing fee of \$5.00 |
| Insufficient funds/return check fee | \$30.00 |
| Damaged/lost item barcode | \$1.00 |

3. Procedures

After receiving information from the library regarding late fees or lost item charges, all payments must be made through the Bursar's Office. The Bursar will issue a receipt, which the patron must present to library staff. A copy of the receipt will be kept on file at the library for verification and future reference. Patrons are encouraged to bring a valid NAU photo ID along with the receipt to ensure the correct account is credited. Please note that the library does not handle cash transactions and cannot provide change.

4. Who Should Read This Policy

- ☐ Students
- ☐ Faculty
- ☐ Staff

5. History

- ☐ Revision Date: 12/20/2019
- ☐ Revision Date: 02/05/2026

6. Policy Approval

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| _____ | 02/05/2026 |
| Revision Editor | Date |

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| _____ | 02/05/2026 |
| Assoc. Dean for Inst. Effectiveness & Planning | Date |

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| _____ | 02/05/2026 |
| Provost, VP for Academic Affairs | Date |

