CHECK OUT POLICIES

You are responsible for all items checked out on your library card.

You must have a valid library card (your Blastercard) with you to check out material.

Notify the library of lost cards and changes to your address, email or phone number.

Fines

- Late fines are assessed at $0.25/day.
- Late fines on recalled material are $1.00/day.
- After 30 days an overdue book is declared lost and the replacement cost **or** $100.00 (whichever is greater) is charged to your account.
- Mines' students will have a hold placed on their account if fines or fees exceed $5.00.
- Faculty/staff will be billed for the cost of the book.
- Other patrons will be referred to the Colorado State Central Collection Services after efforts to collect the materials have failed.

Returns

- Material can be returned to the Front desk during open hours, or dropped in the Book Drop by the Front Doors.
- Books may also be returned through the Courier system at participating libraries. Your book will not be checked in until it reaches this Library so allow time for delivery.
- You are responsible for any loss during transit.

Requests

- All checked out material can be requested by a Mines' student or faculty/staff member.
- A Hold request will give you a full loan period but no renewals.
- A Recall request may shorten your loan period to 21 days. You will be notified by email of the new due date.

Alarms

- Materials are sensitized to set off security alarms at the Library entrances.
- Items from other libraries, purchases from book stores, or video tapes will also set off alarms.
- It the alarm goes off when you are entering or leaving the Library please go to the Front Desk to have your belongings checked.