

Renewals, Holds, Recalls, and Fines

RENEWALS

Library users can extend the due date for items they have borrowed by contacting the library. Not all library items are renewable and renewal limits may apply. See [Loan Rules](#) for more information.

Renew online: <http://tinyurl.com/SAUbooks>

By phone: 517-750-6742

By email: saulibrary.circ@gmail.com

HOLDS

A 'hold' enables a person to reserve the next use of an item currently in circulation. Holds can be placed online, by phone, or in person at the Circulation Desk. A queue is established if there are multiple holds on the same item. Library users will be notified by email when the item they have placed on hold becomes available.

RECALLS

The library reserves the right to recall library material. A recall on an item will send the borrower a notice that the material must be returned sooner than the original due date.

FINES

Library users are responsible for returning all material on time and in good condition. The library sends three courtesy notices regarding overdue material.

Replacement charges are assessed for lost items and for items that are more than 30 days overdue. Lost and overdue items that are returned within two weeks of the billing date are eligible for partial refunds. Items returned two weeks after the billing date may not be eligible for refunds.

Fines for damaged items, including items that are returned with highlighting and/or underlining, will be assessed on a case-by-case basis.

Library privileges are suspended for library users with fines over \$10.00. Privileges may be revoked on a permanent basis for library users with multiple billed items.

In-Library Course Reserve Items	\$0.50 per hour overdue
Regular Course Reserve Items	\$1.00 per day overdue
Laptops	\$5.00 overdue fine if more than 10 minutes late. Minimum \$1,500.00 replacement charge for lost or damaged laptops.
SAU Library Material	No daily overdue fines. Minimum \$65.00 replacement charge, including a non-refundable \$5.00 billing fee, for items that are lost or more than 30 days overdue.
Melcat & Interlibrary Loan Material	No daily overdue fines. Minimum \$100.00 replacement charge, including a non-refundable \$5.00 billing fee, for items that are lost or more than 30 days overdue.
