



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**PROCEDURE: Charges for Lost or Damaged Library Materials  
Number: 3.4.1.1**

Responsibility: Academic Affairs (Learning Resources Center/Library)  
Last Updated: October 10, 2023  
Related Policy: 3.4.1 Use of Library Resources

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President

**Purpose:**

This procedure provides guidelines for handling charges for Technical College of the Lowcountry (TCL) Library materials which are lost or damaged.

**Procedure:**

The guidelines for charges related to lost or damaged materials are as follows:

1. When an item borrowed from the TCL Library is lost, the library will charge the actual replacement cost for the item to the user.
2. The library may charge modest damage fees to users for damage to materials beyond normal wear and tear. Such charges will not exceed \$5. If the item in question has been damaged beyond repair, it will be treated as a "lost" item, and a full replacement cost will be charged.
3. A user who borrows materials through PASCAL (i.e., items owned by another institution) may be assessed a replacement cost of \$100.00 per item for all unreturned items.
4. Students who have outstanding library fines of \$10.00 or more will have a library hold placed on their student records. These students will not be able to register for classes, receive official transcripts, or graduate until the hold is cleared. Students should contact the library to discuss return of items or payment options.