

Borrowing Policies

Rentschler Library Miami University Hamilton

OVERDUE FINES

- Fines for library book materials:
\$.50 per day to a maximum of \$15.00
- Fines for reserve materials:
Library Use Only and Overnight - \$2.50 for the first hour and \$.75 for each additional hour to a maximum of \$24.25
1 day, 3 day, and 7 day - \$2.50 per day to a maximum of \$15.00

REPLACEMENT FINES

- If books are not returned within 60 days of the due date, you will be billed a replacement charge of \$105.00. This charge consists of the following:

Item Charge	\$60.00
Processing Fee	\$30.00
Billing Fee	\$15.00

OVERDUE NOTICES

- **Courtesy Notice:** A notice will be sent the first day an item is overdue. This notice is sent to your e-mail account. NOTE: WE DO NOT SEND COURTESY NOTICES IN PAPER FORMAT! YOU MUST HAVE A REGISTERED E-MAIL ACCOUNT IN ORDER TO RECEIVE LIBRARY MAIL.
(See Preferred E-mail Accounts.)
- **Second Overdue Notice:** A notice will be sent by U.S. Mail when an item is 30 days overdue. At this point, you will owe \$15.00 in overdue fines.
- **Bills:**
Replacement: If items have not been returned within 60 days of the due date, a replacement bill will be sent for the amount of \$105.00 per item. Replacement bills are sent via U.S. Mail.
Overdue Fines: If you owe overdue fines for a returned item, a bill will be mailed to you the day after the book is returned. Overdue bills are sent via U.S. Mail.

ADDITIONAL NOTES

- You are responsible for fines and replacement costs even if you do not receive notification.
- Fines not paid to the library within 30 days of the billing date will be forwarded to the Bursar for collection.

PREFERRED E-MAIL ACCOUNTS

All e-mail from the library is sent to your University e-mail account (uniqueid@muohio.edu). If you do not use this account, you must register a preferred account with the University. If you need assistance, please contact the computing services help desk at (513) 785-3279.

ACCESSING YOUR CIRCULATION RECORD

You may view your library circulation record at any time. Some things that you might do with this function are: check the status of a requested item; cancel an unwanted hold; renew materials; check to see how many items you have checked out, when items are due, and what fines you might owe. If you need to renew your materials, see the section on [Renew Materials Online](#).

- Go to the Rentschler Library homepage (www.ham.muohio.edu/library).
- Click the [Your Account](#) link
- Enter Your Miami University UniqueID and password (Community and Friends of the Library patrons must use his/her name and library card barcode number)
- Click the [Submit](#) button
 - You can display:
 - Requests (holds) outstanding
 - Unpaid fines and bills
 - Items currently checked out

RENEW MATERIALS ONLINE

To renew your materials, use the [Accessing Your Circulation Record](#) procedure detailed above. Once you have accessed your record:

- Click [Items currently checked out](#)
- Select items to renew
- Click [Renew selected items](#) or [Renew all](#)
- Confirm renewal by checking the STATUS box for the phrase *RENEWED Now Due mm-dd-yy*
- Be sure to completely exit your circulation record by clicking [Start Over](#)

Note: You may also renew items in person or by calling 785-3235.