

LIBRARY INFORMATION

The following are some of the guidelines regarding fees and fines imposed by the library regarding overdue or lost books. For more information please see the [FAQ for New Students](#) at the UMKC Miller-Nichols University Library page.

Checking Out Books:

The length of time a book may be checked out is:

- Faculty: Until the end of the semester.
- Graduate students: Until the end of the semester.
- **Undergraduate students: Four weeks.**
- UMKC staff: Until the end of the semester.

Returning Books:

The library staff will always ask to see a valid photo ID before checking out materials. You are financially responsible for all items checked out to your library account and for the return of those materials. You can return books to the Access Services Desk, the Music/Media Desk, or in the outdoor book drop located at the north entrance to the Library. To help keep materials from being damaged, please return books inside the library during open hours.

Overdue Books:

Regular loans: If you do not return a book on time, the Access Services Department will send you a notice indicating what books are late and when they were due. If your book is one month overdue, the Access Services Department will send you a bill for the replacement cost of the book plus a \$20 processing fee.

Recalled books: If a book has been recalled, the recall fine is \$1 per day overdue, with a maximum fine of \$75.

Reserve books: For reserve materials designated for hourly checkout or overnight checkout, the fines are \$5.00 for the first hour overdue and 25 cents per hour for each hour the library is open. All daily checkout reserve materials have a fine rate of \$5.00 for the first day overdue and \$1 per day thereafter.

Recalls: All books are subject to recall at any time. If you receive a recall notice, return the book to the library promptly, as fines will accrue very soon thereafter. Conversely, if you are interested in using a book currently checked out, you may place a recall on it at the Circulation Desk. When a book is recalled the due date is adjusted and shortened, depending upon the type of borrowing privileges you have. All borrowers are subject to recall fines of \$1.00 per day up to a maximum of \$75.00.

Questions? If you have questions about items checked out on your library account, you can:

- Come to the Access Services Desk, which is located on the first floor directly in front of the south entrance (51st Street). The desk staff is available to assist you during all library hours.
- Email the Access Services Department at Access Services
- Call the Access Services Department at (816) 235--1526.