

POLICIES & FEE SCHEDULES

The Library is open to students, faculty, and alumni of THSU.

Checkout Policies:

- **Students may check out a maximum of 5 items.**
- Students may check out any non-color-coded books for increments of two (2) weeks.
- Students may check out **Red** Labeled Study Material Books for three (3) days.
- Students may renew study guides no more than five (5) times (a total of 15 days).
- Students may check out DVDs, CDs, and Tapes from the media cabinet for one (1) week.
- Students may renew an item provided there are no reserve requests for the item.
- Students and Faculty may renew books online by emailing the library staff.
- Students may not check out periodicals.
- Students may not check out any **Blue** Labeled Reference Books at any time.
- Faculty books are labeled **Green** and may be checked out for the trimester only by faculty.
- Faculty may request a book be labeled **Green** for their exclusive use.
- Students may check out a **Green**-labeled book overnight with librarian permission.
- Alumni (graduates) may use library resources inside the library, but may not check out materials.

Hold Policy:

Students may request a book be put on hold by the librarian at any time. The Student will have to wait for the book to be returned by the current user. However, the current user will not be permitted to renew the book once a hold request has been submitted.

End of Term Policy:

Students must turn in all library books and pay all library fees before being eligible to graduate from any THSU program.

Overdue Book Fees

Reason for Charges	Charge	Increment
Overdue Book	\$.10	Per Day

Printing and Copying Rates

Item	Cost
Black and White Copies	\$0.10 per impression, double-sided copy \$0.20 per page
Color Copies	\$0.20 per impression, double-sided copy \$0.40 per page

Printing, Copying, & Lamination Rates

Item	Cost
Black and White Copies	\$0.10 per impression, double-sided copy \$0.20 per page
Color Copies	\$0.20 per impression, double-sided copy \$0.40 per page
Lamination - Full Sheet	\$0.20 Ask the Library staff to assist

Damaged Book Repair Fees

Damaged Book	Repair Cost
Minor Spine Damage, no loose or missing pages	\$3.00
Major Spine Damage, pages loose but present	\$10.00
Page Tear Partial, torn but not separated	\$1.00
Page Tear, completely separated but present	\$3.00
Pages have fallen out, no pages missing	\$10.00
Missing Pages	Replacement Cost
Torn Cover, torn but not detached	\$5.00
Torn Cover, torn but have pieces	\$7.00
Torn Cover, pieces missing	\$10.00
Marked Pages, pencil markings	\$3.00
Marked Pages, highlighting and/or other non-removable markings	Replacement Cost
Water Damage, minimal (can be dried appropriately, no mold)	\$5.00 - To Be Determined
Water Damage, severe (if it will dry warped, or is moldy)	Replacement Cost
Other Damage	To Be Determined