

**Identification:** A valid, unexpired ID badge from UMB, a USMAI school, or UMMC is needed to borrow materials from the HSHSL.

**Loan Period:** 4 weeks (28 days).

**Renewals:** Up to 3 renewals if the item has not been requested by others. The new date is 28 days from the date of renewal. Overdue books may be renewed.

To renew, go to “My Account” at: <http://catalog.umd.edu> or call Information Services at 410-706-7995.

**Print Reserves:** Print reserve items circulate in-house for 2 hours.

#### **Fines & Fees:**

You are responsible for returning borrowed materials by their due date without notice from the Library.

Overdue Reserve - \$1.00 per hour per item, to a maximum of \$48.00. If not returned within 48 hours of the due date the item is considered lost and lost book fees apply.

Recalled Items - \$2.00 per day to a maximum of \$56.00 if the recalled item is not returned by the recall due date.

Lost Books - \$14.00 maximum overdue fine, \$20.00 processing fee, and \$150.00 default replacement cost.

#### **Suspension of Borrowing Privileges**

Borrowing privileges will be suspended for HSHSL borrowers that have outstanding Library charges of \$50.00 or more until their debts fall below \$50.00.

**Billing:** A book is considered lost after it is 28 days overdue.

Charges include:

\$14.00 maximum overdue fine,

\$50.00 processing fee,

and \$80.00 default replacement cost.

If the book is still available for purchase the Library will accept a gently used or new copy as a replacement. The maximum overdue fine of \$14.00 will still be charged, but the other charges will be waived.

**All transactions end 15 minutes before Library services close.**