

UCA Library Year's End Notice

May 2019

To: Students and Parents

Re: Library Books & Textbooks

Returning Your Library AND Textbooks:

As soon as your teachers instruct you that you are done with your textbooks, turn them in immediately. Don't wait and turn them all in at once!!

DEADLINES FOR RETURNING ALL BOOKS:

Seniors: Friday, May 31
Freshman, Sophomores, Juniors: Wed., June 5

General Late Fine – Each book (both library & textbooks) returned after the due date above will incur a \$10.00 non-refundable charge PLUS the cost to replace the book. NOTE: Books left outside the library doors or anywhere else after the due date are NOT considered returned on time and will be assessed the \$10.00 per book late fee fine.

Late Books Fine: after June 17 CHARGE- All books returned to the library after June 17th will receive a maximum refund of 50% of the replacement cost of the book. The \$10.00 late book fine will not be refunded.

Damage Fines – Students will be charged for excessive wear or damage to their books if it has occurred. This fine varies with the value of the book.