

Guidelines on registering overdue charges for the items borrowed at the Research Library of Tomsk State University

Overdue charges occur if a Reader:

- failed to return an item in time;
- failed to pay the charge for the late return of an item.

A Reader is charged at the time of an item return; the amount depends on the time (hours) overdue.

| <i>Period of use</i> | <i>Charge</i> |
|----------------------|--------------------------|
| 6 month/ 1 year | 0.5 rubles per day |
| 1 month | 2 rubles per day |
| 1 week | 5 rubles per day |
| 1 day | 2 rubles per hour |

The payment of charges is made at the Circulation Desk in the Research Library.

If an item is lost or damaged, the borrower shall replace it with an equivalent item or pay its average cost. In case an overdue charge appears, the Reader Card is temporarily blocked. Until the charge is paid, a Reader may not:

- borrow books at the Circulation Desk;
- fill in requests through the E-catalogue.

Readers may check the charge status at the Circulation Desk of the Research Library.

Readers can view the information about overdue items and charges online in Personal Accounts in the E-catalogue. The due dates for the items are shown in the “Checked Out” tab in the Account. The amount due after the item return is shown in the “Charge” tab.