

**MODESTO JUNIOR COLLEGE  
ACADEMIC SENATE  
RESOLUTION FL94-F: LIBRARY RETURN POLICY  
SEPTEMBER 8, 1994**

WHEREAS, Faculty and Staff at various times have been negligent in returning Library materials, and

WHEREAS, with our current limited resources for Library materials

THEREFORE, be it resolved that the Modesto Junior College Academic Senate approves the procedure entitled, "Staff Overdue Procedure? And its attached form letters for use in notifying faculty and staff who are out of compliance.

ACTION: September 8, 1994

FINAL ACTION: September 22, 1994

DISPOSITION: Carried

\*ATTACHMENT

## STAFF OVERDUE PROCEDURE

1. ONE WEEK AFTER MATERIAL IS DUE: A first notice is to be sent to the staff member through the interschool mail.  
(See Attachment A)
2. ONE MONTH FOLLOWING STEP #1: A second letter is mailed to the staff member's home with a carbon copy sent to the appropriate division dean (or immediate supervisor).  
(See Attachment B)
3. TWO WEEKS FOLLOWING STEP #2: A telephone call is made by the Library Administrator (or designee) to the appropriate division dean or staff member's immediate supervisor. The division dean/immediate supervisor will be informed that the staff member obligation connected with overdue material will be handled similarly to other library patrons, i.e. the obligation will be referred to the Business Office.

Enclosure

Attachment A

May 20, 1994

John Dokes  
123 Main St.  
MODESTO CA 95350

Mr. Dokes,

According to our records, the following materials are now overdue:

<u>I.D. No.</u>	<u>Title</u>	<u>Due Date</u>
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If you would like to renew this book, please bring it to the library for processing. Sorry, we cannot renew by telephone.

If you have any questions, please call extension 6228. Thank you.

Sincerely,

Jane Tisdell  
Circulation Desk

Attachment B

June 20, 1994

John Dokes  
123 Main St.  
MODESTO CA 95350

Mr. Dokes,

Our records indicate that you still have a book checked out from the Modesto Junior College Library. This book is titled The Plague (PZ3 T65-1985). It was due May 13, 1994. We sent an initial notice to you on \_\_\_\_\_ and, because we have not heard from you, we assume that our records are not in error.

We would appreciate the return of this material as soon as possible. If the material has been lost, the replacement cost for each book is fifty dollars. Should you be unable to clear this matter by July 5, 1994, we regret to inform you that your library privileges will be suspended until such time as the material is returned or replacement payment is received.

If you have any questions, please call extension 6062. Thank you for your early attention to this matter.

Sincerely,

LIBRARY ADMINISTRATOR  
Or Designee

Cc Division Dean  
Or Immediate Supervisor