

Lost and Damaged Item Replacement Policy

VCUarts Qatar Libraries does not charge fines for overdue items; however, we do ask that you return library materials in a timely manner.

Lost Items

For any lost items, a minimum replacement fee of QR364 (\$100) will be charged. For rare, unique or unusual items this fee may be increased according to market value or a fair price as determined by the library.

- For VCUarts Qatar students, faculty, and staff books overdue by more than 42 days will be marked lost and a minimum replacement fee of QR364 (\$100) will be charged.
- Audiovisual materials will be marked lost after 28 days and a minimum replacement fee of QR182 (\$50) will be charged. VCUarts Qatar patrons with items overdue will have their borrowing privileges blocked. Students will not be able to register for classes and faculty/staff will have a block on their final pay until library losses or fines are resolved.
- For community borrowers, if books are overdue by more than 14 days the library has the right to revoke borrowing privileges and forfeit their deposit.
- Any faculty or staff leaving VCUarts Qatar must return all materials, including materials from any proxy borrowers at least one week before leaving. Any unreturned items will be considered lost. Payment for lost items must be made to the finance office before separating or further penalties will ensue.
- Students from an Education City partner institution who are cross-registered for courses at VCUarts Qatar may check out books from VCUarts Qatar Libraries. Cross-registered students will then be bound by both university's library policies. Failure to return books and other library materials will result in a registration block at their home university, whenever possible until all materials are returned.

Damaged Materials

The patron is responsible for damage done to items when checked out. The minimum charge is QR36 (\$10); items that are irreparable will be billed as lost. Damaged items remain the property of VCUarts Qatar Libraries.