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# Replacement Charges

Library users are responsible for replacement costs and processing fees for lost library items. Promptly report lost items. Library items that are not returned a week after they are due are assumed lost. Unpaid replacement costs will result in a block being placed on your account. Students who have not settled their library account may not be permitted to graduate, to re-register, to collect financial aid checks, or to secure a transcript of their records at the university until their account is settled.

Lost book charges are comprised of a \$35.00 replacement fee and a \$15 processing fee. A repair or replacement fee will be charged for damaged items.

The replacement value of a 24-hour and 3-hours laptop is assessed by UITS staff and is based on fair market value. This value is applied to lost or damaged laptops.

If an item has been lost and paid for, and is later found within the same fiscal year, bring the item back to the Service Desk.

**Fees can be paid by credit card at the Service Desk, or through the [Online Payment Link](#).**