

Overdue Item And Library Fee Notification By Email

The Greenlease Library will notify Rockhurst University students, faculty, and staff who have overdue items by sending email notices.

Students who accrue overdue fees will be notified by email acknowledging that items were returned but overdue fees have not been paid.

Rockhurst University Email Accounts

As library accounts are set-up in the library automated system, your Rockhurst University email address will be required. The library automated system will accept **ONLY** Rockhurst University email accounts. Other email accounts will not be accepted.

If you do not know or do not remember what your Rockhurst University email address is, you can find out by visiting the Computer Services Help Desk located on the fourth floor of Conway Hall.

If you know your Rockhurst University email address but have never used it, you should stop by the Computer Services Help Desk to receive instructions on how to activate your Rockhurst University email account.

Please check your Rockhurst University email account on a regular basis to retrieve notification if items are overdue or fees have accrued.

Failure To Check Email Does Not Relieve Your Responsibility For Resolving Overdue Fees.

Overdue Fee Schedule:

Books, Audio/Visual Material, Government Documents:

\$.10 cents per item/per day

Failure to return RECALLED items:

\$.20 cents per item/per day

Laptop Computers:

\$.50 cents per hour

Reserve Materials:

2 Hour In-Library Use Only \$.50 cents per hour

Overnight, Three Night, One Week \$.50 cents per day

Interlibrary Loan Materials

\$1.00 per day/per item

Please contact the Circulation Department at 816-501-4121 if you have questions about your library account.