

THE MEDICAL SCIENCES LIBRARY

HOW TO PAY FINES

BEFORE PROCEEDING TO MAKE A PAYMENT:

STEP 1: Return **ALL** overdue **MSL** materials

STEP2: Contact the Circulation & Access Unit to verify fines before making any payment by emailing:

STA-Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu

OPTION 1: ONLINE PAYMENT – Credit or Debit Card Payment

1. Go to https://secure.touchnet.net/C24203_ustores/web/product_detail.jsp?PRODUCTID=771&SINGLESTORE=true
2. Make the verified fine payment
3. Send a copy of the receipt to STA-Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu

After completing steps 1-3, you will be notified via email that the payment has been received and the library hold will subsequently be removed.

OPTION 2: Fine Payments (in person) at The Republic Bank UWI Branch

1. Fill out the **Student Deposit Slip** for UWI related payments
2. Select the option **OTHER** on the Student Deposit Slip
3. At the bottom of the Student Deposit Slip, please in writing the words – **The Medical Sciences Library Fines Payment**
4. Scan or take a photo of the stamped Student Deposit Slip and email the copy to STA-Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu

After completing steps 1-3, you will be notified via email that the payment has been received and the library hold will subsequently be removed.

For questions, please email us at: STA-Libraries-MedicalSciences-ReferenceandLoans@sta.uwi.edu