

THE MEDICAL SCIENCES LIBRARY

HOW TO PAY FINES

Now that the amnesty period is over and the payment of fines have been implemented, please read the following guidelines on 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:

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