Daley College Library Circulation Policies

Loan Periods
Most library materials are loaned for two weeks. All students and staff are allowed a total of five circulating materials at one time. If more items are needed, please speak with a librarian.

Books can be renewed at the Circulation Desk, Reference Desk, by phone, or online through the ILS (unless it is placed “on hold” by another user). Magazines and journals can be checked out for one week, except for the current issues. Any issues besides the current issue are available at the circulation desk.

Regardless of the check-out date, all items are due back on the last day of the semester. Library items are not loaned in between semesters.

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Item Limit</th>
<th>Loan Period</th>
<th>Overdue Fine</th>
<th>Faculty Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulating book</td>
<td>5 total circulating items</td>
<td>2 weeks, unlimited renewals</td>
<td>$.25 per day ($5.00 max per book)</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Circulating Periodicals (not current issue)</td>
<td>5 total circulating items</td>
<td>1 week, no renewals</td>
<td>$.25 per day ($3.00 max)</td>
<td>1 week</td>
</tr>
<tr>
<td>Reserve Book</td>
<td>1 reserve item in addition to 5 circulating books</td>
<td>2 hours</td>
<td>$.25 per hour ($10.00 max per book)</td>
<td></td>
</tr>
<tr>
<td>Inter-library Loan</td>
<td>5 total circulating items</td>
<td>2 weeks, must speak with librarian for renewal</td>
<td>$.25 per day ($5.00 max per book)</td>
<td></td>
</tr>
<tr>
<td>Graphing Calculator</td>
<td>1 calculator in addition to 5 circulating materials</td>
<td>End of the current day</td>
<td>$.25 per hour ($10.00 max per book)</td>
<td></td>
</tr>
<tr>
<td>A/V Material</td>
<td>1, in addition to 5 circulating materials</td>
<td>End of current day</td>
<td>$.25 per hour</td>
<td></td>
</tr>
</tbody>
</table>

Placing Holds
Holds can be placed on items through online by logging into the library website with a username and password. Librarians can assist. After item on hold arrives at the pick-up location, students
will get an email. Items will be held at pick up location for seven days and if not collected, items will be returned to owning library.

**Returning Library Materials**
Materials checked out through the Daley College Library can be returned at any City College library, through the book drop or by handing it to staff at the circulation desk. Late materials will accrue fines.

**Fines/Fees**
Fines are charged only if materials are returned late. The maximum fine a student will be charged is $5.00 per book, regardless of how long the book is overdue. After reaching a $25.00 late fine, students will no longer be able to borrow items from the library. After students receive their 5th overdue notice, they will be charged for the total cost of the item, plus a processing fee.

Fines for items three days late or less will be waived, regardless of which school it is from. Additionally, if the late item is from another school, the fine must be paid at the owning school.

**Lost Items**
Patrons will be assessed a fee for replacement or repair of lost or damaged materials they have checked out. The Library will not hold patrons responsible for items lost or damaged in fire, flood or by theft when documented by a police or insurance report. If an item is lost, the patron will be required to pay for the library material plus a processing fee. Once paid for, the item belongs to the patron. The circulation staff will provide an invoice with the dollar amount to the student, which needs to be paid in the business office. Student must return to library with receipt of payment.

**Loan Limits**
Students will be allowed to check out five items at one time, plus a reserve book. If a student has five overdue items and would like to check out a Reserve book, the student will get one “free pass” and will be noted in the student record in the ILS. The staff member will tell the student that if he or she would like to check out a reserve again, the overdue items must be returned. If the student returns for a reserve book without the overdue items, the loan will be declined.

**IDs**
Students will need a CCC ID in order to check out a book. If the student does not have a CCC ID, a valid photo ID will be accepted, as long as the student knows his or her ID number.

**Study Rooms**
Study rooms will be checked out to students for two hour periods. Students have priority for these rooms, but if there are available rooms and a member of the public would like a study room, they can be checked out in exchange for an ID, with the caveat that if a student needs a study room, the non-student will have to vacate the room. Food is not allowed in the study room.