

## **General Library and Circulation Policies**

### **Lost, Damaged and Overdue Book Policy**

Students will be required to pay a replacement fee plus a processing fee for any lost or damaged books. The replacement fee will be determined on a case-by-case basis. If the book is still in print, the fee will be no more than the current cost of the book. The \$5.00 processing fee will cover an entire transaction regardless of the number of items lost or damaged.

#### **Determining the Fine**

If the book is available in both paperback and hard back, the price will be determined at the discretion of the librarian handling the case. The cost of the book is based on pricing from the library's primary book vendor. If the book is out of print, the price will be determined according to last price listed in the book vendor's database or, if not listed there, the price listed in Amazon.

#### **Replacing Lost or Damaged Items**

Students may, at times, have the opportunity to replace a lost or damaged book instead of paying the replacement fee. This option is based on the librarian's assessment that the book is readily available for purchase in the format required and is offered at the discretion of the librarian. If the option to purchase a replacement book is given and the student chooses this option, it is done with the understanding that the replacement copy must be in good condition (new OR used with no markings or damage of any kind). The \$5.00 processing fee will apply to this type of transaction.

#### **Library Privileges**

When given the option to replace a lost or damaged book, the student will have a week from the day the terms are agreed upon to replace the item. The student may continue to check out library books, including course reserves, during the one week replacement period. If the item is not replaced or paid for, including the processing fee, the student's check out privileges will be blocked. When a student's account is blocked, the student will not be able to check out books, including course reserve items.

#### **Fines from Other Campuses**

When students have fines from other campuses on their Alma records, use of Harold Washington College Library resources will be determined on a case-by-case basis and at the discretion of the librarian on duty.

#### **Overdue Fines from Previous Semesters**

Students who have overdue fines from *previous semesters* will not be allowed to check out books, including course reserves, until fines are paid. The late return fine applied to items checked out and returned in different semesters is \$20.00 per item.

### **I.D. Cards / Library Access**

#### **CCC Students**

Students, staff and faculty are required to have a school identification card upon entering the building. Library visitors who do not have current HWC (or other CCC) identification cards should be referred to security to obtain an I.D. If the individual claims they forgot their I.D., staff may look up the individual in Alma to confirm that they are currently enrolled or affiliated with a CCC. Staff should note on the individual's record that they came into the library without an I.D. on that day. Individuals currently enrolled at a CCC may use the library's resources. If requesting course reserve materials, staff will print out the individual's information from Alma and attach it to course reserve item cards.

#### **Non-CCC Visitors**

Visitors not affiliated with CCC must stop at the security desk on the first floor and obtain a visitor's pass. Use of the library by non-CCC visitors will be approved on the discretion of the librarian on duty and in accordance with existing CCC policy. In general, the library is not open to the public. Computer resources are limited and priority use is for student working on school assignment. The library does not make special allowances for alumni unless they are using the library's resources for specific research that cannot be done elsewhere. Visitors who wish to use the internet should be referred to the open computers lab in 404.