

Sacramento City College Library Faculty & Staff Borrowing Guidelines

Purpose

Lending policies provide guidelines to ensure maximum use of the SCC Library collection while simultaneously securing its availability for current and future students, staff, and faculty. Guidelines also promote equal access to individual items and ensure that items not being used are available to others. Checking faculty/staff ID cards and requiring the timely renewal and return of items helps to protect the collection for all users.

Library Cards

Your LRCCD Employee ID Card is your library card. You must present your ID card at the circulation counter either at the main SCC Library or at the West Sacramento or Davis Center to activate your card.

Once activated, your library card gives you access to any LRCCD college library and their outreach centers and the online research databases. The Library's catalog and online research databases are accessible from any computer with an Internet connection.

You Must Present Your Library Card Every Time You Want to Borrow a Library Item

The privilege of borrowing **may not** be transferred. We advise you not to loan your library card to anyone, not even to a student who is assisting you. Library student workers can accept only a valid LRCCD Employee Identification card to check out material. For your protection and the protection of the collection, **you must present your library card to check out materials.**

NOTE: When reporting your lost or stolen LRCCD Employee ID card, please immediately notify the library staff as well. You are responsible for library items checked out on your card and any fees those items incur.

Borrowing Limits

Borrowing limits indicate how many library items can be checked out at a time. Exceptions may be made on a case-by-case basis after consulting with the circulation manager or a librarian. The following chart identifies borrowing limits:

Circulating Books	7
Circulating DVD/Video	3
Reserve Materials	2

Loan Periods

Loan periods indicate how long you can borrow a library item. Depending on the item, loan periods can range from two hours to three weeks. Exceptions may be made on a case-by-case basis after consulting with the circulation manager:

Circulating Books	3 weeks
Circulating CD/DVD/Video	1 week
Periodicals in hard copy..... (newspapers, magazines, etc.)	Use in Library Only
Reference Materials.....	Use in Library Only
Reserve Books	2 hours (most for Use in Library Only), 1 day, 3 days, or 1 week
Reserve DVD/Video.....	2 hours (Use in Library Only)

Book Return

All items must be returned to avoid paying fees. Items may be returned to a library book drop at the main campus:

- Inside the Library, the book drop is located on the side of the Library Circulation Desk.
- Outside the LRC, the 2 book drops are located near the front and back entrances to the building.

At the West Sacramento Center, a book drop is located outside the front entrance, or materials can be returned to the front office when the Center is open. Students are advised to return reserve materials at the front counter during business hours and only use the book drop when the LRC is not open.

At the Davis Center, a book drop is located outside the Learning Resource Center (Room 215), or materials can be handed to Center staff at the Circulation Desk in the LRC. Students are advised to return reserve materials at the Circulation Desk during business hours and only use the book drop when the LRC is not open.

NOTE: Faculty/Staff are financially responsible for damaged or lost library materials.

Renewals

You may renew items from the Circulating collection if no other patron has placed a hold on them. The first renewal may be done online in [your library record](#). Additional renewals must be done in person and are at the discretion of library staff. For in-person renewals, you *must bring* the item to the Library Circulation Desk.

Requests and Holds

If you want a library item that is checked out or is owned and available at another LRCCD Library, you may request it (place a hold) through the Library catalog. Items owned by other LRCCD colleges may be renewed provided there are no holds on them.

Note: You cannot place a hold on Reserve Materials. Exceptions may be made on a case-by-case basis after consulting with the circulation manager or a librarian.

Requesting items from libraries outside of LRCCD:

You may request library items from a network of libraries outside of LRCCD. In most cases there is no charge for these items. Forms for requesting items outside the district are available at the Circulation Desk.

NOTE: You are responsible for any overdue fines, cost of damage, or loss of materials borrowed from within or from outside the district.

Fines and Fees

As a courtesy to our faculty and staff, we do not collect fines for overdue material. However, faculty and staff **are financially responsible for lost or damaged library material**, and excessive misuse of library services will result in a loss of library privileges. A courtesy notice is sent through email three days before material is due.

If material is not returned or renewed, two additional notices are sent through email. When the item is 35 days overdue, the Library system automatically bills the borrower the cost of the book plus a \$10 processing fee for each billed item. Faculty and staff are responsible for these replacement and processing charges.

Payment of Fees:

If material that has gone to billed status is returned, *and* the Library has not already purchased a replacement copy (usually within 60 days of billed status) replacement charges will be waived and library privileges will be restored.

Faculty and staff with lost or damaged items for which they have been billed will receive a formal notice from the Learning Resource Center Dean. Payment is accepted at the main campus Learning Resource Center service desks during LRC hours of operation. Payment is required in order to clear all charges in the Library's system and restore library privileges.

Loss of Library Privileges

Borrowing privileges will be suspended if the faculty or staff borrower:

- Has seven or more overdue items, OR
- Has one or more billed item, OR
- Owes \$50 or more in unpaid fees

Resignation/Retirement

The return of all library material is required upon resignation or retirement. Supervisors are asked to consult with a library circulation staff member or a librarian before signing off on Part II of the LRCCD Resignation / Retirement form (P104). Those who fail to return checked-out items upon resignation or retirement will be billed a replacement and processing fee.