Spooner River College Library Circulation Policy

Borrowing Regulations
Spoon River College students, faculty, and staff in good standing may borrow materials from the library. Residents of Community College District #534 may also borrow materials from circulating collections. A current SRC Library card is required for all transactions. Each borrower is held responsible for all items charged out on his/her card. Faculty may charge out items for the semester without penalty. At the end of each semester a notification is sent to faculty for return of items.

Library Card
To qualify for a Library card, the applicant must complete an application form and provide one form of identification with a photo ID. **Lost cards will be replaced without charge.**

Loan Periods and Renewals
NEW BOOKS—14 days
MAIN STACKS—28 days, with one renewal
MEDIA—5 days
REFERENCE and MAPS—Non-circulating
RESERVES—Loan period is determined by faculty placing the items on reserve.
HEADPHONES—Library Use Only

Overdue/Fine Notices
Notices will be sent to the patron when an item is overdue. If the item is not returned after **three overdue notices it will be considered a lost item and a Hold will be placed on the student’s academic records.**
Books--$0.25 per day-10 item limit
Media--$2.00 per day-5 item limit
Reserve Items--$5.00 per day
Replacement cost for Books--$35.00
Replacement cost for Media--$40.00
Replacement cost for Headphones and Flash Drives--$25.00

Interlibrary Loan (ILL) Overdue/Fine Notices
This service provides access to books and articles not owned by the Library, but needed for research or study. Interlibrary Loan is a transaction between libraries. **A Hold will be place on the student’s academic records immediately once the item is overdue.** This in turn prevents the receiving of grades and transcripts.