

# Spoon 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.