

Sacramento City College Library Circulation Policy

1. **Mission:**

The Sacramento City College Learning Resource Center (comprising the Library and Instructional Media Center and the libraries in the Outreach Centers) is an integral part of the educational programs of the college. Its primary mission is to support the classroom work, cultural pursuits and personal development of our students. The library supports the educational goals of the college by:

- Providing a balanced, up-to-date collection of print, non-print and electronic resources;
- Helping students become efficient and effective consumers of information, able to find, evaluate, analyze, use and communicate data.
- Teaching critical thinking and information seeking skills.

Additionally, in keeping with the community college philosophy, the Sacramento City College Library is committed to serving, as much as possible within the constraints of its primary mission, the neighboring community.

In pursuance of the library mission, the function of the circulation policy is to make the resources of the library freely accessible while still maintaining the control necessary to ensure that these resources will be available to all library patrons. This policy applies to the SCC main library and Media Center and the libraries in the Outreach Centers.

2. **Patron Groups:**

- 2.1 Faculty borrowing privileges extend from the date hired until employment is terminated.
- 2.2 Emeritus faculty can receive a complimentary Special Borrower card that includes library borrowing privileges.
- 2.3 Staff borrowing privileges extend from the date hired until employment is terminated.
- 2.4 Retired staff can receive a complimentary Special Borrower card that includes library borrowing privileges upon retirement.
- 2.5 Students: borrowing privileges are in effect for the duration of the registration period.
 - 2.5.1 Students must have a current Student Access Card. The Student Access Card may be used at any library in the Los Rios District.
 - 2.5.2 Lost or stolen Student Access Cards may be replaced for a nominal fee; the RT sticker may be replaced for an additional fee, both fees payable at the Business Office. A payment receipt is required for replacement of the card and sticker.
 - 2.5.3 Borrowing privileges may be extended for currently registered students to borrow up to two books over the semester breaks.
 - 2.5.4 Alumni may purchase a Special Borrowers card (\$15 per year), which allows limited borrowing privileges. This card is non-transferable.

- 2.6 Community: Members of the community may purchase a non-transferable Special Borrowers Card (\$30 per year) that allows limited borrowing privileges (does not include interlibrary Loan, reserve material, media, or remote access to subscription databases). Without the Special Borrowers card, members of the community may use library materials from the general collection within the library.
- 2.5 The library reserves the right to suspend a patron's borrowing privileges. Causes for this action may include, but are not limited to: overdue books, unpaid fines, unpaid lost item(s), failure to return reserve books in a timely manner, and inappropriate behavior (See LRC User Policy).

3. Services:

- 3.1 Library Catalog (LOIS): Patrons can access the catalog from campus or remotely. Patrons with a current Student Access Card can request circulating books from other Los Rios campuses, place holds on books currently checked out (except for Reserve books), renew books they have checked out before they become overdue, and access the electronic databases from remote locations.
- 3.2 Books: Students may have up to seven (7) general circulation items checked out at any one time, of which two (2) items may be from the reserve collection. Special Borrowers may check out up to three (3) general circulation items at any one time from the library that issued the card.
 - 3.2.1 Reference: The reference collection is located on the second floor of the LRC. The items in this collection are for library use only.
 - 3.2.2 Reserve: The reserve collection is located behind the circulation desk on the second floor of the LRC. This collection consists of textbooks, supplemental readings and other materials made available by instructors for students' use. Some of the materials are for library use only and may not leave the building.
 - 3.2.2.a Circulation period: Reserve materials circulate for 2 hours, 1 day, 3 days or 1 week according to the instructor's preference.
 - 3.2.2.b Check-out limit: Students and staff may borrow up to two (2) reserve items at any one time.
 - 3.2.3 Circulating books: The circulating collection is located on the third floor of the library (except for displays and new books on the 2nd floor). These books circulate for three (3) weeks unless otherwise designated.
 - 3.2.3.a Circulation period: In addition to the main collection, the circulating collection includes a browsing rack of paperbacks, juvenile and easy reading books, and oversize and large print books that are shelved separately. A location map is available at the service desks.
 - 3.2.4 Renewals and Returns

- 3.2.4a Renewals: Students and staff may renew circulating books at the circulation desk or online through the library catalog (LOIS). Books may be renewed once online, provided there are no holds. Additional renewals may be made at the circulation desk at the discretion of staff.
- 3.2.4b Returns: Items may be returned in the two bins located in the front and rear of the LRC or in the return slots in the second floor circulation desk. **Reserve materials must be returned at the second floor circulation desk when the library is open.**
- 3.2.5 Fines: A patron may accrue up to \$4.99 in fines and fees before losing borrowing privileges. See Appendix 4.1.
- 3.2.6 Holds on patrons' records: A hold may be placed on a patron record for fines or fees of \$5.00 or more. A hold may affect a student's ability to register for classes, request transcripts or use library resources. Special borrowers will lose borrowing privileges until fines or fees are paid in full. See Appendix 4.1.
- 3.3 Magazines, journals, and newspapers: The library subscribes to print and microform periodicals in, listed in the library catalog. Periodicals are shelved in the west corner of the second floor. They are for use in the library only.
- 3.4 Electronic databases: The library subscribes to research databases containing articles from magazines, journals, newspapers, encyclopedias, ebooks, and more. Remote access to these resources is available to current students and staff.
- 3.5 Audiovisual media: DVDs, videotapes, televised course tapes, and other non-print materials are housed in instructional media on the first floor. Some media may be borrowed, other media is for library use only. Media must be returned to the media desk.
- 3.6 Archives and Special Collections: The archives are located on the third floor and contain collections preserving the history of Sacramento City College. The collections include photographs, oral histories, news clippings and yearbooks. Archival material must be used in the LRC. Patrons must call to make an appointment to do research in the Archives: (916) 558-2532.
- 3.7 Interlibrary loan (ILL) and patron holds:
- 3.7.1 ILL: Students and staff may use the library catalog to request that a circulating item available at another Los Rios library be sent to SCC. When the item arrives, the patron is contacted and the item is held at the circulation desk for five (5) days so the patron may borrow it for the normal circulating period.
- Students and staff can also request items not available in the Los Rios libraries. The circulation desk provides paper forms for this purpose.
- 3.7.2 Holds: Students and staff may use the library catalog to place a hold on an item currently checked out. When the item is returned, the circulation staff will contact the requesting patron and hold the item for five (5) days.

Items in the Reserve collection may not be requested or put on hold.

3.8 Additional Services:

- 3.8.1 Change: The circulation desk can change bills up to \$5.00.
- 3.8.2 Transparencies: The circulation desk stocks and sells the only type of transparency that can be used in LRC copiers.
- 3.8.3 Chair rail and wireless connections: The chair rail on the second and third floors has power and Internet cable connections. Wireless Internet access is provided throughout the campus. These services are provided as a courtesy and patrons use them at their own risk. The library does not provide support for these services and they are not connected to the printers. Obtain a handout with basic wireless network information at the reference desk.

4. Appendices

4.1 Library Fines:

Fines shall be collected for overdue materials at the following rates:

General Collection:	\$.50 per day/per item	Max: \$20
1 week videos	\$.50 per day/per item	Max: Replacement cost, plus \$10.00 non-refundable processing fee. (video replacement can cost up to \$2000.00 per video).
Telecourse Rentals	\$20.00 per item/non-refundable and due at the end of the semester	Max: \$20.00 or replacement cost (whichever is greater)
Reserve Collection:		
2 Hr. bks	\$1.00 per hr/per item	Max: \$50 or replacement cost (whichever is greater)
1 Day bks	\$1.00 per day/per item	Max: \$50 or replacement cost (whichever is greater)
3 Day bks	\$1.00 per day/per item	Max: \$50 or replacement cost (whichever is greater)
1 Wk bks	\$1.00 per day/per item	Max: \$50 or replacement cost (whichever is greater)

Lost items: A non-refundable processing fee of \$10 will be added to the replacement cost of each lost item. The library reserves the right to revise the charges on out-of-print or more expensive items. Patrons may also be given the choice of replacing the lost item or supplying the librarian with a similar title (subject to the approval of a librarian that selects in that subject area).

Damaged items: A non-refundable processing fee of \$10 will be charged if the item has had library tags or sticker removed. The replacement cost will be charged if, in the judgment of library staff, the item is so damaged that it has to be replaced. [from district Access meeting]

As materials become overdue, a notice will be generated and emailed to the patron. A total of three notices may be sent until the book is returned and/or fines paid. Special Borrowers whose fines exceed \$5.00 will lose borrowing privileges until fines are paid. At the end of each semester, holds will be placed on student records showing fines of \$5.00 or more. Such holds affect registration, transcripts, and use of library materials.

The first notice is generated when an item becomes overdue. It reads as follows:

***** FIRST NOTICE *****

Library records show the following item(s) overdue. If you have returned them, please excuse this notice. Otherwise, please return them as soon as possible to avoid increasing fines.
REMINDER: THIS MATTER MUST BE RESOLVED BEFORE YOU ARE PERMITTED TO REGISTER FOR FUTURE SEMESTERS OR BE ISSUED AN OFFICIAL TRANSCRIPT.

A second notice is sent if items are not returned. After five (5) weeks, the item will be considered lost and will be subject to the full replacement cost and the third notice will be sent. The third and final notice reads as follows:

!!! FINAL NOTICE !!!

This is your final notice to return the item(s) listed below. If you do not resolve the problem directly you will be billed to replace the material(s).
REMINDER: THIS MATTER MUST BE RESOLVED BEFORE YOU ARE PERMITTED TO REGISTER FOR FUTURE SEMESTERS OR BE ISSUED AN OFFICIAL TRANSCRIPT.

Once the item(s) are returned, another notice is generated if there are outstanding fines:

NOTICE OF UNRESOLVED CHARGES

Library records show that the following charges have not been paid. Please resolve these charges at the circulation desk as soon as possible. If you have already contacted the Library concerning these outstanding charges, please disregard this notice. Thank you.
REMINDER: THIS MATTER MUST BE RESOLVED BEFORE YOU ARE PERMITTED TO REGISTER FOR FUTURE SEMESTERS OR BE ISSUED AN OFFICIAL TRANSCRIPT.

Students who have holds placed on their accounts have the following options:

- 1). **Pay the fine in full.** In this case the hold will be removed.
- 2). **Pay a specified percentage of the fine and sign a promissory note for the remainder.** In this case the hold will be removed for 24 hours to allow registration, etc. and then replaced until amount is paid in full.
- 3). **Challenge the fine.** In this case a student fills out a Fines Appeal Form. The appeal will be forwarded to the Appeals Committee for consideration. If the student's appeal is rejected, they can make a further appeal to the Dean of Learning Resources.