

BORROWING PROCEDURES

Who can borrow materials?

Anyone may use the resources of any of CCSF's libraries/learning resource centers. **However, only registered students, faculty and staff members with valid CCSF ID cards may borrow materials.** A CCSF student, faculty, or staff member registered or working at any campus may use the resources of any other campus with a valid ID. Special borrower cards are available for members of the community who are residents of San Francisco upon presentation of current photo and residency identification.

How do I get a Library Card?

After you pay all registration fees and are issued a current CCSF ID card, you must sign the card, then come to the library to have a barcode attached to it. **The signed ID with the attached barcode is your library card.** You must show it each time you borrow materials or use the computer labs in the Rosenberg Building.

Borrowing materials:

1. Bring books and other circulating materials to the Circulation Desk.
2. The Circulation staff will scan your ID barcode and the barcodes from the materials you wish to borrow. This will create a record of the materials you have borrowed and their due dates.
3. You are responsible for the prompt return of all materials borrowed on your card. **Fines will be charged for all overdue materials.**
4. Reference books, microfilm, microfiche, newspapers, and periodicals do not circulate.

Renewing Materials

Renewals are allowed one time for circulating materials that are not overdue, and do not have a **hold** placed on them. Renewals are for two weeks starting on the day they are renewed. Reserve materials may **not** be renewed. To renew a book in person bring it to the Circulation Desk on or before the due date. To renew items over the telephone you must call the Circulation Department (415) 452-5433 during **open hours**, on or before the due date. **Telephone renewals are not accepted via voice-mail. Online renewal** is also available by selecting Patron Information in the library's OPAC—for details ask a reference librarian.

Where Do I Get Materials On Reserve for my class?

Instructors may place a copy of the textbook, required or additional reading on reserve for their classes. Reserve Book Room (RBR) materials are checked out from and returned to the 4th floor Circulation Desk. Loan periods, set by the instructors, are short to give all students an opportunity to use the materials. RBR materials are searchable in the Online Public Access Catalog (OPAC). Two search options that are used specifically for titles in RBR are available by choosing either **Reserve Materials by Instructor** or by **Course**. Fill out and present to the Circulation Desk staff a "Reserve Materials Request Card" for each title you wish to borrow. Be sure to include the book's call number or the name of the instructor. If you do not have a valid CCSF ID card you may borrow RBR material using a current California ID or driver's license, or other current photo ID with proof of

local address (no passports are accepted); however, you must use the material in the study room adjacent to the Circulation Desk.

Because reserve materials are in high demand, they will be considered late when returned more than ten minutes after they are due. **You will be fined** if you keep the book beyond the allotted time.

Reserve Book Room materials may **not** be renewed. You must return the material when it is due and wait one hour before borrowing it again.

Returning Materials

Materials may be returned by dropping them through the Book Return slot at the Circulation Desk or by handing them directly to the Circulation staff. When the library is closed, you may return materials to the Book Depository located next to the Cloud Circle entrance to the Library/Learning Resources building.

LOAN PERIODS AND FINES

Books are overdue after the two-week loan period has expired unless they have been renewed. Books held beyond the last day of the semester automatically become delinquent. **If you do not return late books when you receive an overdue notice, the library will notify the Office of Admissions and Records. A hold will be placed on your college records. Your registration, financial aid, grades and/or transcripts may be blocked until the late material is returned or paid for.**

LOAN PERIODS

TYPE OF MATERIAL	LOAN PERIOD	RENEWABLE?	MAXIMUM YOU MAY BORROW
Books from Circulating Stacks	Two Weeks	Yes, once and no holds are placed on it.	Ten, but not more than three on one subject.*
Reserve Book Room Materials	Varies one hour to seven days	No	One
College Catalogs	One Week	Yes, once and no holds are placed on it.	Two
Reference Books	Do not circulate		
Periodicals	Do not circulate		

LIBRARY FINES

Bounced checks	Original fine plus \$10.00 service charge
Lost or damaged books	Purchase price plus \$10.00 processing fee
Lost or damaged pamphlets	Replacement cost
Circulating materials	\$.25 per day
Reserve Book Room materials	\$.50 per hour

*Books on the same subject are defined as books having the same first and second line of the Spine label call number. Exceptions are made for PQ, PR, PS or PT. In those areas the first three lines will be used to define a subject.