



Library and Learning Resources

BORROWING PROCEDURES – Rosenberg Library

The CCSF libraries are open to the public for in-library use of materials.

Who May Borrow Materials?

- Registered current students, faculty and staff members from any campus.
- San Francisco residents

Getting a Library Card: You must show your current library card each time you borrow materials or use the computer labs in the Rosenberg Building.

- *CCSF Students:* Your current, signed student ID is your library card. IDs from previous semesters are **not** valid library cards.
- *Non-credit students without ID cards:* ask at the Circulation Desk.
- *Faculty & Staff:* Come to the Circulation Desk at the library to obtain a library card.
- *San Francisco Residents:* Bring current photo & residency information to the Circulation Desk. Community borrowers have limited library privileges – ask Circulation staff for details.
- *High School Students:* Ask at the Circulation Desk for the appropriate permission forms.

Borrowing Materials

- Bring books or other circulating materials and **your library card** to the Circulation Desk, where staff will create a record of what you are borrowing and when it must be returned.
- You are responsible for the prompt return of all materials borrowed on your card. **Fines will be charged for all overdue materials.** (See table on back for fines.)
- Reference books, microfilm, microfiche, newspapers, and periodicals do not circulate.
- Your current CCSF library card is accepted for borrowing at all CCSF campus libraries.
- You may place a request for a circulating book that is checked out or at a different CCSF campus library, by using CityCat, the library’s online catalog. Circulation staff will notify you when it is available, and hold it for you for a limited time. Please ask at a Reference Desk for details.

LOAN PERIODS

| TYPE OF MATERIAL | LOAN PERIOD | RENEWABLE? | MAXIMUM YOU MAY BORROW |
|-------------------------------|--------------------------|-----------------------------|---|
| Books from Circulating Stacks | Two Weeks | Yes, once IF no holds exist | Ten, but not more than three on one subject.* |
| Reserve Materials | Varies: 1 hour to 7 days | No | One |
| College Catalogs | One Week | Yes, once IF no holds exist | Two |

*One subject is defined as the same first and second line of the spine label call number. Exceptions include PQ, PR, PS or PT. In those areas the first three lines are used to define a subject.

OVERDUE MATERIALS

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

LIBRARY FINES – payable by cash or check only

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

Renewing Materials

- Circulating materials that do not have holds placed on them by other borrowers may be renewed once, for a two-week period. Fines must be paid for overdue items before they can be renewed.
- *To renew in person:* bring item to the Circulation Desk on or before the due date.
- *To renew over the telephone:* call the Circulation Department (415) 452-5433 during open hours, on or before the due date. Renewals are **not** accepted via voice-mail.
- *To renew online:* select *View My Library Record* in CityCat. For details ask a reference librarian or see instructions on the library's website, <http://www.ccsf.edu/Library>.

Returning Materials

- Use the Book Return slot at the Circulation Desk or give items directly to the Circulation staff.
- When the library is closed, use the Book Depository located next to the Cloud Circle entrance to the Library/Learning Resources building.

Reserve Materials for Classes

Instructors may place textbooks or other reading materials on reserve for their classes. Course Reserve materials are checked out from and returned to the Circulation Desk. Loan periods, set by the instructors, are short to give all students an opportunity to use the materials.

- Identify the materials you are looking for in CityCat, the Library's online catalog. Please ask a reference librarian for assistance if you need it.
- Fill out and present to the Circulation Desk staff a green "Reserve Materials Request Card" for each title you wish to borrow. Again, a reference librarian can assist you.
- If you do not have a valid CCSF ID card you may borrow Course Reserve material using a current California ID, California driver's license, or other current photo ID with proof of local address (no passports are accepted); however, you must use the material in room R407F adjacent to the Circulation Desk.
- Because reserve materials are in high demand, they are due at a specific time. Only one item may be used at a time. **You will be fined** if the item is late: see the Library Fines table above for amounts.
- Course Reserve materials may **not** be renewed. You must return the material when it is due and wait at least one hour before borrowing it again.