ABOUT BORROWING FROM THE LIBRARY

All students, faculty, and staff with a JSCC ID can borrow materials from the library – just complete the brief library card application form that can be found on the library’s page of the JSCC website. An online catalog of the library’s collection is linked there, too. If you need any help completing the application, searching the catalog, or locating materials, don’t hesitate to contact a library staff member.

BORROWING MATERIALS

Books, DVDs, and books on CD are available to borrow.

_How many items can I have checked out?_

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Total items</td>
<td>8</td>
</tr>
<tr>
<td>Items on the same topic</td>
<td>3</td>
</tr>
<tr>
<td>AV items (DVDs, books on CD)</td>
<td>1</td>
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</tbody>
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_How long can I keep them?_

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Books</td>
<td>2 weeks</td>
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<tr>
<td></td>
<td>May be renewed twice (up to 6 weeks total)</td>
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<tr>
<td></td>
<td>Can be renewed online in the library catalog (or contact us for help)</td>
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<tr>
<td></td>
<td>For additional renewals, please contact the library staff.</td>
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<tr>
<td>AV items</td>
<td>1 week</td>
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<tr>
<td></td>
<td>To renew, please contact the library staff.</td>
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</tbody>
</table>

_Are there any items that can’t be checked out?_

Reference books (found on the low shelves in the middle of the library), local history materials (in the Local History Room), and course reserves (held behind the front desk) may only be used in the library. Items on display on tables and around the pillar are available for check-out – please help yourself!

_What if I can’t find what I need?_

The library provides interlibrary loan (ILL) service at no cost to students. Request a book – allowing at least one week for it to arrive – and pick it up at the library reference desk. Speak to a library staff member or visit the library’s website (jamessprunt.libguides.com/ill) to learn more.
RETURNING MATERIALS

Library drop boxes are located in the Boyette Building lobby and in the parking lot behind the building. During operating hours, you can return items at the front desk. You are responsible for returning your borrowed items to the library by the due date. Overdue notices are sent to your student e-mail account, so please check it regularly.

FINES

Once an item’s due date has passed, you will be charged overdue fines at a rate of $0.10 per item per day (maximum overdue fines: $10.00 per item). Overdue notices are sent to your student e-mail, so make sure to check it regularly.

For lost items, the current replacement cost will be charged. You are responsible for returning all items in the same condition as when you received them and may be charged the replacement cost for damage sustained during the check-out period.

A hold will be placed on your academic record if:

1. You have not returned an item by the third overdue notice.
2. You have not returned an item at the end of a semester.
3. You owe more than $5.00 in fines.

A hold will prevent you from registering for classes, receiving your grades, requesting transcripts, and graduating. Please take care to return items on time and in good condition.

ONLINE RESOURCES

The library provides access to a wealth of online resources, including:

- E-books
- Downloadable audiobooks
- Streaming videos
- Scholarly journals
- Current and archived newspapers and magazines
- Test prep and language-learning resources

All are available 24/7 from anywhere with an Internet connection – and materials checked out online never accrue overdue fines! Speak to any library staff member or visit the library online for more information.

LEARN MORE

Visit the library website (bit.ly/jscllib) to learn about using print and digital resources, discover books and other materials, find tips to help you with your assignments, and much more.