

CIRCULATION

WHO MAY USE THE LRC?

SAU Tech welcomes everyone who can benefit from utilizing its resources and services.

WHO CAN CHECK OUT MATERIALS?

Books, videos, DVDs, and audiocassette tapes may be checked out by SAU Tech students, faculty and staff and by alumni, community residents, business & industrial neighbors and other friends who have properly registered with the LRC.

HOW DO I REGISTER WITH THE LRC?

To register with the LRC, simply complete the LRC registration form available at the Circulation Desk and request a photo identification card. Replacement ID cards cost \$5.00. Please inquire at the Circulation Desk for your SAU Tech ID.

BORROWING PROCEDURES

In order to protect your borrowing privileges, you must present your photo ID card when checking out materials. No materials will be checked out without first presenting proper ID. Remember, you are responsible for all materials charged to your name and barcode number and for all fines accrued on materials. To protect your borrowing rights, do not loan your ID card to anyone.

HOW LONG DO MATERIALS CIRCULATE?

Books -- Two Weeks

Audiocassettes -- Two days

Videocassettes -- Two days

CD-ROMs -- Two days

DVDs -- Two days

Note: Periodicals (magazines and journals), microforms, some CD-ROMs, reference and reserve materials do not circulate and are for In Library Use Only.

HOW MANY ITEMS MAY ONE BORROW?

There is a limit of three (3) items any one person can borrow at any one time.

RETURNING BORROWED BOOKS

You must return borrowed books and items to the assistant working at the Circulation Desk or place them in the BOOK RETURN located at the end of the Circulation Desk.

FINES

\$0.10 per day for overdue books in the general collection.

\$1.00 per day for overdue videos/DVDs in the general collection and reserve collection.

\$0.25 per hour or \$1 per day for reserve items.

\$1 per day for all items overdue that have been recalled to the library.

\$1 per day for overdue Interlibrary Loans.

Grades, transcripts, registration and/or graduation will be blocked until all items are returned and/or all fines cleared.

RECALLED ITEMS

Overdue items placed on HOLD are recalled to the LRC. Failure to promptly return a recalled item results in fines of \$1 per day in addition to the normal fine for the overdue item.

SEARCHES

A formal search can be conducted for any item/book designated as checked in that cannot be located. Please request help in locating misshelved books at the Circulation Desk.

COIN-OPERATED MACHINES

The photocopy machine and the microform reader-printer are coin-operated machines which cost \$0.10 per copy. The photocopier accepts dimes, nickels, quarters, and makes change for dollar bills.

The microform reader-printer accepts dimes, nickels, and quarters but will **not** provide change back for quarters. It is best to use only dimes and nickels!

Change for quarters and small bills is available at the Business Office window.

COMPUTER PRINTOUTS

Computer generated printouts in the LRC are free to currently enrolled students and faculty/staff and their dependents. The printouts are \$0.10 each for community patrons.

RESERVE COLLECTION

In addition to the collection of books, periodical articles, and other items placed on reserve each semester by instructors, the Reserve Collection also houses all CD-ROM titles, the *Opposing Viewpoints*, *At Issues*, and *Current Controversies* series, selected popular magazines, the Missing Pages File, computer software and manuals and certain reference items in high demand (i.e. Internet directories and guides).

Reserve items in LOIS (Library Online Information System) are designated by a locator symbol of RES before the call number.

Most instructors will notify the class that an item is on reserve. The Reserve Collection is located behind the Circulation Desk. ALL requests for reserve items should be made at the Circulation Desk.

RESPECT

In any shared environment it is appropriate that all of us respect the needs and preferences of others. The needs of all are served best when students engaged in reading and study can do so without distractions.

CHILDREN IN THE LRC

In respect for all of the library users, we request that children not be brought to the library.

REFRESHMENTS & TOBACCO USE

SAU Tech buildings are smoke and tobacco free. Food and/or drink is not permitted in the library. On special occasions (those sponsored by the college), food and/or drink may be served but allowed **only** in the lobby area of the building.