

College Operating Procedures (COP)



Procedure Title: Learning Resources Circulation Policies
Procedure Number: 03-1301
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:
 Board Policy n/a
 Florida Statute n/a
 Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: To assure the district-wide application of procedures relating to the circulation of library materials to borrowers.

Guidelines:

Learning Resources Circulation Policies should be adhered to by all libraries within the College district.

Procedures:

Patrons must present a valid Florida SouthWestern State College (College) Borrower's Card or a College photo ID to borrow or renew items. Cards are nontransferable. Patrons are financially responsible for all items charged to their account. The College Libraries reserve the right to recall any item during the initial three weeks if requested by another patron. You must notify the libraries of lost or stolen cards. Recalls will be treated as over-dues and subject to the same Hold status outlined under Charges.

FLORIDA SOUTHWESTERN STATE COLLEGE STUDENTS WITH VALID ID

20 Items	Loan Period	Renewals
Books	21 Days	Two: Online or at Circulation Desk
Videos, DVDs, CDs, Audiotapes	3 Days	Two: Online or at Circulation Desk
Course Reserve items as arranged by the professor.	Library Use Only (Or As Arranged)	
Interlibrary loan items	See Book Label	Must ask one week before due date

FLORIDA SOUTHWESTERN STATE COLLEGE FACULTY AND STAFF

30 Items	Loan Period	Renewals
Books	42 Days	Two: Online or at Circulation Desk
Videos, DVDs, CDs, Audiotapes	3 Days	Two: Online or at Circulation Desk
Course Reserve items	Library Use Only (Or as arranged by the professor.)	
Interlibrary loan items	See Book Label	Must request one week before due date

Periodicals/Reference Items	See Librarians	
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STATEWIDE RECIPROCAL BORROWERS (DLLI)

20 Items	Loan Period	Renewals
Books	21 Days	Two: Online or at Circulation Desk
Course Reserve items as arranged by the professor.	Library Use Only (Or As Arranged)	

COMMUNITY BORROWERS

5 Items	Loan Period	Renewals
Books	21 Days	Two: Online or at Circulation Desk

Community Borrowers are defined as non-College faculty, staff, or students, Charlotte, Collier, Hendry, Glades and Lee County residents 18 and over with local driver's license, voter's registration card or property tax receipt.

CHARGES

If materials are not returned when due, a Business Office HOLD will be placed on the College Records. Business Office HOLD on records means:

- Borrow will be liable for replacement fee.
- College registration is blocked.
- Grades, Transcripts, Degrees and Certificates are not released.
- Library privileges are suspended.

RETURN OF LIBRARY MATERIALS

Return library materials to any College campus library during the hours when the library buildings are open. Book drops are available at the Lee and Charlotte campuses.

INTERLIBRARY LOAN (ILL)

Currently registered College students, faculty and staff may request materials from other Libraries. User generated online access is available through the online catalog, LincWeb; however a request form may be filled out and left at the Circulation Desk. ILL material will be requested online through LincWeb or FirstSearch. Lending costs may be charged if that is agreed to by the user.

Requestors of ILL material may order five items per day and will be notified on their arrival. These materials then can be checked out at the Circulation Desk. Return dates are set by the lending library and must be adhered to by the borrower.

SUSPENSION OF PRIVILEGES

Library privileges may be suspended for any patron found in violation of the College code of conduct and/or the library policies for the misuse or non-return of library materials, abuse of computers, inappropriate web access, or inappropriate behavior.