



LIBRARY POLICIES

CHARLOTTE CAMPUS	LEE CAMPUS	COLLIER CAMPUS
Library Building "B" 26300 Airport Road Punta Gorda, FL 33950 Circulation and Reference Desk: 941-637-5620 Open Hours: Monday -Thursday: 7:30 AM - 9:00 PM Friday: 7:30 AM - 4:00 PM Saturday: 9:00 AM - 1:00 PM (Closed Saturday in Summer)	Richard H. Rush Library 8099 College Parkway SW PO Box 60210 Ft. Myers, FL 33906 Circulation Desk: 239-489-9220 Reference Desk: 239-489-9279 Open Hours: Monday -Thursday: 7:30 AM - 9:00 PM Friday: 7:30 AM - 4:00 PM Sat. - Sun.: 10:00 AM - 6:00 PM (Closed Sunday in Summer)	Library 7505 Grand Lely Drive Naples, FL 34113 Circulation and Reference Desk: 239-732-3774 Open Hours: Monday -Thursday: 7:30 AM - 9:00 PM Friday: 7:30 AM - 4:00 PM Saturday: 9 :00 AM - 2:00 PM (Closed Saturday in Summer)

Special hours for holidays, summer terms and between semesters are posted in advance or call your library.

Patrons **MUST** present a valid FSW Student ID or an FSW borrower's card to borrow or renew items. Cards are non-transferable. Patrons are financially responsible for all items charged to their account. FSW 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.

FSW Students with valid Student ID		
20 Items:	Loan Period	Renewals
Books	21 Days (3 Weeks)	Two: Online or at Circulation Desk
DVDs	5 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

FSW Faculty and Staff		
30 Items:	Loan Period	Renewals
Books	42 Days (6 Weeks)	Two: Online or at Circulation Desk
DVDs	7 Days (1 Week)	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
Periodicals/Reference Items	See Librarians	

Community Borrowers - Charlotte, Collier, Hendry, Glades and Lee County residents, 18 and over with local driver's license, voter's registration card or property tax receipt.		
5 Items:	Loan Period	Renewals
Books	21 Days (3 Weeks)	Two: at Circulation Desk
DVDs	Library Use Only	

FSWCHS Students with valid Student ID		
2 Items:	Loan Period	Renewals
Books	14 Days (2 Weeks)	Two: Online or at Circulation Desk

Florida SouthWestern State College, an equal access institution, prohibits discrimination in its employment, programs and activities based on race, sex, gender, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access, or equal opportunity should be addressed to Title IX Coordinator/Equity Officer, 8099 College Parkway, Fort Myers, Florida 33919, equity@fsw.edu, 239.489.9051 or to the Assistant Secretary for Civil Rights, United States Department of Education.

1. CHARGES:

If materials are not returned when due, a Business Office HOLD will be placed on student's record. Business Office HOLD on records means:

- Borrower MUST pay amount due.
- College registration is blocked.
- Grades, Transcripts, Degrees and Certificates are not released.
- Library privileges are suspended.

If an item is reported lost or is returned in such a damaged/mutilated condition so as to require replacement, the borrower will be charged the current average trade price for each item.

Three overdue notices will be sent to the borrower of overdue items by a combination of email, regular mail and phone. If materials are not returned after the third notice, charges will be sent to the Business Office for collection and the Business Office HOLD will remain until charges are paid. Returning the item after that point will not clear records nor will a refund be available. The Business Office may employ a Collection Agency to collect the debt.

- Interlibrary Loan borrowers are liable for fines charged by the lending library.

2. RETURN LIBRARY MATERIALS TO:

- Any FSW library location during the hours the library buildings are open.
- Book drops are available at the Lee and Charlotte campuses.

3. INTERLIBRARY LOAN (ILL):

- Currently registered FSW students, faculty and staff may request materials from other Libraries. Lending costs may be charged if that is agreed to by the user. To request an item, fill out and submit the form at <http://www.fsw.edu/library/ill>
- 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 respected by the borrower.

4. INTERNET ACCESS POLICY:

- The purpose of Internet access in the Libraries is to make Internet resources available that will support and enhance the educational, instructional and research activities of the College on and off campus.

5. SUSPENSION OF PRIVILEGES:

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

6. CHILDREN IN THE LIBRARIES:

- Children under the age of 13 may not use FSW computers even when accompanied by parent or guardian. Students will be discouraged from bringing young children to the Libraries for extended time periods. If your child is creating a disturbance you will be asked to leave. Under no circumstances will children be allowed to remain unattended.

7. COMPUTER USE:

- Modifying or destroying computer equipment, networks, software, data files or programs is prohibited by Florida SouthWestern State College policies and Florida law (Florida Statutes Chapter 815). Downloading software or changing computer set up in any way is a punishable offense.

ACCESSING THE LIBRARIES 24/7

Ask a Librarian

The Ask-A-Librarian Service provides students and faculty with live chat, one-on-one help with a librarian in an interactive, on-line environment. E-mail and texting access are available. To access this service, go online to: www.askalibrarian.org. Current hours are posted on the website.

Florida SouthWestern State College Libraries Web Resources

Access the Electronic Resources of the libraries at: <http://www.fsw.edu/library>

- Library Search is used to check the Libraries' holdings for books, e-books, journal titles, videos, and other materials via the Internet. You can search by title, subject, author, keyword, location, etc. At the libraries' homepage, use the Search Here box.
- Electronic resources are a collection of databases that includes magazines, newspapers, journal articles, e-books, and other indexes to full-text and full-image resources, including streaming video. Access is limited to current FSW State College students and faculty. At the libraries' homepage, click on Articles in Databases.
- Currently registered students can access the electronic resources using their Student ID number and PIN.
- My Account is the information center for items you have checked out and can be used for renewal. From LINCC Search page, click on the 'My Account' link in the upper right of the screen. Select our library and enter the number from your Student ID or Borrower's Card, and your PIN.