

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2063

TITLE: CIRCULATION BY LIBRARY SERVICES OF EDUCATIONAL MATERIALS

BASED ON POLICY: 2.06 GENERAL POWERS, DUTIES, AND
RESPONSIBILITIES OF THE PRESIDENT

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To establish guidelines for the circulation of educational materials to faculty, staff and/or students of South Florida State College and other qualified borrowers

II. Procedure:

- A. Loan of educational materials takes place at the Highlands Campus. Educational materials are also available for circulation at the DeSoto and Hardee campuses and Lake Placid Center.
- B. Borrowers are responsible for returning all borrowed items on or before the due date in the same condition as they were received.
- C. A SFSC ID or a photo ID is required for borrowing materials.
- D. Books, DVDs, and CDs may be renewed if no one else has requested them provided they are not overdue with fines exceeding \$5.
- E. Students and staff may have a maximum of 20 items checked out at a time, faculty may have a maximum of 50 items, and community borrowers may have five items.
- F. Books are checked out to students and staff for 30 days, to faculty for the term, and to community borrowers for 10 days.
- G. DVDs and CDs are checked out for seven days.
- H. A fine of 25 cents per day is charged for each overdue book with a maximum fine per book being \$5. Faculty and staff are exempt.
- I. A fine of \$1 per day is charged for each overdue DVD and CD with a maximum fine per DVD/CD being \$5. Faculty and staff are exempt.
- J. Holds on materials can be made through the online catalog. Borrowers will be notified when the material has been returned and is available for checkout.

- K. Courtesy reminders and overdue notices are sent to the borrower's College email account.
- L. Lost or damaged material must be paid for or replaced by the borrower.
- M. Student grades, transcripts, and/or diplomas are withheld for overdue material not returned, fines not paid, and lost or damaged material not paid.
- N. Online electronic materials are not circulated in the same manner as print materials. Access is based on licenses.
- O. For more specific details regarding circulation of materials, contact the staff of the Highlands Campus Library.

HISTORY: Last Revised 4/30/19

Adopted: 5/17/85

Reviewed: 3/27/12, 1/15/15

Revised: 8/1/89, 1/21/02, 6/1/05, 5/20/08, 4/30/19