Delta College Library Circulation Policies (Guidelines)

The following policies are meant to be guidelines. When circumstances warrant it, exceptions can be made for each of these guidelines.

We are here to serve Delta College students, faculty, staff, and the Tri-City residents (18 years and older) so that they may borrow materials. Library materials must be returned to Delta College Library.

Library Card
A Delta College picture ID is provided free of charge from the Office of Public Safety and is required for students checking out library materials. Guest ID cards are available for non-students with proper identification (State ID, Driver’s License, or Photo ID). There is a $5.00 replacement cost for lost or stolen cards. When using this card, borrowers agree to return all materials in the condition they received them. If materials are lost, stolen, or damaged in any way they will reimburse Delta College Library for the replacement cost plus a processing fee. In all cases, a library card may only be used by the person identified on that card.

The library card is a vital part of the check out process. The library card is needed to assure a fast, easy, and accurate check out transaction. On the occasion that the student does not have his/her card, an exception can be made and the item can be checked out IF the student’s record is in the circulation automated system and the student has a photo id. Usually, this means that the student would have to have checked out an item before.

Lending Policies
Students or staff members may check out up to 10 items only at any one time.

Overdue materials must be returned before checking out additional materials.

Fines and bills must be paid before checking out additional materials.

Failure to pay overdue account balances can result in a restriction being placed on the student’s permanent record in the registrar’s office and this may block the ability to obtain transcripts and register for classes.

Loan Periods
- Books ......................... 21 Days
- Government Documents ..... 21 Days
- Media .............................. 21 Days
- Reserve Materials .............. Checkout time varies
- Reference Materials ............ Do not circulate
- Periodicals...................... Do not circulate
Fines

If library materials are not returned on time the following fines will be charged:

- Library Materials .................... 10¢ per day
- Hourly Reserves .................... 25¢ per hour
- Daily Reserves ...................... 50¢ per day
- Unreturned Materials ............. Full replacement & processing cost
- Damaged Materials ............... Full replacement & processing cost

Fine and fee payments are non-refundable (see explanation below). If overdue items are renewed, the borrower is responsible to pay the late fees which incurred between the time the item was due and the day of renewal. Overdue notices are sent to the borrower’s e-mail account.

Renewals

Items with a 21-day checkout period may be renewed one time if it is not overdue and not requested by another patron. If a request has been placed, the item must be returned at the end of the loan period. Due to high demand, reserve materials may not be renewed.

Reserves

Course materials may be put on reserve for limited checkout at the request of the instructor.

Explanation of Fine and Fee Non-Refundable Policy

Many of the items within Delta Library are in high demand. Students have only a short length of time within a semester to use the resources in order to get projects done for class. Librarians need to replace lost or missing items as soon as possible in order to meet the high demand for specific resources. The library cannot offer refunds on items that were replaced because the items were missing for months.

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