

Reserve Materials

Most reserve materials belong to instructors, and the loan period is established by them. Therefore, any dispute concerning a specific item and its loan period must be discussed with the instructor.

Reserve materials can be checked out at the Circulation Counter by students enrolled in the current semester who have a valid SJCC or EVC Student ID card. Students who are wait-listed for a class must have approval from the Senior Library Technician or Public Services Librarian before checking out reserve materials.

Check-out periods range from 1 hour to 1 week.

Fines for Overdue Reserve Materials:

- Fines for most overdue reserve materials are \$1.50/hour, per item for each hour the library is open. Maximum fines can equal the cost of the material, plus a non-refundable \$50.00 processing fee.
- One- and two- hour reserve material not returned to the Circulation Counter by closing time on the day the item is due will be subject to a \$5.00 overnight fine and \$5.00 for each additional day the library is closed (Saturdays, Sundays and holidays). This fine is in addition to the \$1.50/hour overdue fine charged when the library is open.

Replacement of Lost or Damaged Reserve Materials:

- Replacement of instructor personal copies will only be accepted at the discretion of the instructor.
- Replacement of reserve items that are owned by the library will be accepted at the discretion of the Public Services Librarian.
- The student is still responsible for any fines due and a non-refundable processing fee.

Refunds for Replacement of Reserve Materials:

- Refund for replacement of instructor personal copies is at the discretion of the instructor.
- Refund for replacement of reserve items owned by the library is at the discretion of the Public Services Librarian.
- Overdue fines and any processing fees are non-refundable.

Replacement Costs

The library bases its replacement charges on the current market price of an item. If a current price cannot be found, the following minimum charges apply:

- Audio Cassettes: \$15.00
- Books: Paperbacks \$15.00, Hardbacks \$25.00
- College Catalogs: \$12.00
- Compact Discs: \$20.00
- Computer Cables or headsets: \$10.00
- DVDs: \$20.00
- Magazines: \$5.00
- Video Cassettes: \$15.00

Information for Instructors:

- Infrequently used reserve items owned by library will be removed from reserve collection and returned to the general collection after one year.
- Infrequently used items that belong to instructors will be returned to the instructor after one year.
- Reserve Forms are found online at:
<http://www.sjcc.edu/Library/Policies/SJCC%20LIBRARY%20Reserve%20Request%20Form%20Jan%202011%20rev.pdf>
- The library is not responsible for theft or damage to instructors' materials.