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