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

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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. An 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
       and they are not overdue more than 60 days.

   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. 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.

   I. Courtesy reminders and overdue notices are sent to the borrower's College
       email account.

   J. Lost or damaged material must be paid for or replaced by the borrower.

K. Online electronic materials are not circulated in the same manner as print materials. Access is based on licenses.

L. For more specific details regarding circulation of materials, contact the staff of the Highlands Campus Library.

HISTORY: Last Revised 9/16/2025

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, 9/16/25