

Miramar College Library

REGULAR CIRCULATING BOOKS

Check-Out and Renewal Policy

- Library Patrons may check-out up to 10 regular circulating books with a limit of 5 books from any one call number.
 - *Book(s) are checked-out for 4 weeks.*
 - *Check-out period shortens toward the end of each semester.*
- Book(s) may have ONE two-week renewal.
Note: NO RENEWALS in Summer.
 - *Any material may be renewed unless a hold has been placed on an item by another library patron, or the library has a need to recall the item.*
- Book(s) must be renewed on or before their due date.
 - *Overdue books may not be renewed.*
- Books can be renewed online.
 - *Online Renewals are accessible through the Library's page on the College website.*
 - *Access "My Account" by entering CSID number.*
- A patron must wait until the next business day to initiate a new check-out of any returned book.
 - *Returned books may not be held*
 - *Returned materials will be re-shelved and made available for other patrons. If still available the next business day, previous patron may initiate a new check-out at that time.*
- If a patron owes fines or fees anywhere within the San Diego Community College District, they will not be allowed to check out or renew library materials.

Eligibility

- *Faculty, staff, administrators, and currently enrolled students of the San Diego Community College District.*
- *Eligible patrons will need to present a valid CSID card.*