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.
  o Book(s) are checked-out for 4 weeks.
  o Check-out period shortens toward the end of each semester.

• Book(s) may have ONE two-week renewal.
  Note: NO RENEWALS in Summer.
  o 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.
  o Overdue books may not be renewed.

• Books can be renewed online.
  o Online Renewals are accessible through the Library’s page on the College website.
  o 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.
  o Returned books may not be held
  o 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.