

Library Handbook

Website: *www.sdmiramar.edu/library*

Phone number: *619-388-7310*

Library Hours

See Library webpage for current hours of operation

General Rules

Valid student CSID is required for checkout of circulating and reserve materials

No food or drink in the library, water in water bottles okay

Please turn cell phones to vibrate or shut off

Shoes and shirts required

Children must be accompanied by an adult

No children in the Group Study rooms

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Check Outs

Who may borrow: Currently enrolled SDCCD students, Staff, Faculty and Administrators may check-out circulating materials. Currently enrolled SDCCD North City Continuing Education ESL students may check-out ESL readers.

Students must present their photo SDCCD CSID card to check out circulating and reserve materials.

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.

Loan Periods: Books circulate for four weeks with one two-week renewal during the fall and spring semesters, these time periods shorten towards the end of the semester. Books must be renewed on or before the due date – there is no renewal of overdue books. During the summer semester books circulate for four weeks with no renewals.

Regular Circulating Books Overdue fines: Items not returned within seven days of the posted due date will incur late charges. Fines are assessed per item per day until the accumulated charges equal the replacement cost of the item.

Circulating Reserve Books Overdue fines: Items not returned on the posted due date will incur late charges.

Circulating items: \$2.00 plus 25 cents per item per day

Circulating Reserve items: \$2.00 plus 50 cents per item per day

Lost Materials: a \$7.00 processing fee per item plus the cost of the item

Reserve Library Use Only (LUO) materials: \$5.00 per item per day for unauthorized removal.

Campus Police will be notified and a report taken; disciplinary actions may result.

Hold requests: students may place a request on books already checked out, excluding Reserve items. You will need your photo SDCCD CSID card to make a request.

Interlibrary loan

If the book you need is located at another SDCCD library, ask a Librarian to fill out an Interlibrary Loan Request form. Circulation staff will enter your request into the system. You will need your CSID card. We do not have interlibrary loan privileges with libraries outside the SDCCD system. Staff will contact you by phone when the book arrives.

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Computers

Computers are located in the Information Commons area and are available for research purposes. Access is provided to the SDCCD online catalog, several electronic databases and the Internet. Computers also have Microsoft Office. Students needing assistance using Microsoft Office will be directed to the Independent Learning Center (ILC). Headphones are available for checkout.

Copiers

There are three photocopiers in the Copy Center which take cash (dollar bills, quarters, dimes & nickels). Copiers also accept CSID cards; follow directions on the Add Value machine to load money onto your card. Both 8 ½ x 11 and 11 x 17 size copies are ten cents each. Users must comply with applicable copyright laws.

Printer

There is one black & white laser printer available, located in the Copy Center. To print, you must have a CSID card. Directions for loading money onto your CSID card are located on the Add Value machine. The cost to print is ten cents per page.

Reference Assistance

A Reference Librarian is available to help you find answers to your questions, guide you in research and assist you in finding appropriate resources for your assignments. The Reference Desk is located next to the Information Commons and Casual Reading areas.

Reference Collection and Casual Reading Areas

The Reference area is located next to the Information Commons and holds two collections; reference books and law books. The books in both collections are for research and are Library Use Only. The Casual Reading area is behind the Reference Collection and provides comfortable relaxed seating with current newspapers and magazines displayed nearby. Feel free to study together and talk moderately at tables and casual seating located in these areas.

Quiet Study Area

There is a Quiet Study area located to the right of the Circulation Desk in the Circulating Collection area. Study carrels and tables are provided for individuals to study in a quiet environment. Loud talking, other noise and children are not permitted in this area. Please respect the need for quiet in this area, set cell phones to vibrate and answer your call outside.

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Study Rooms

Eight study rooms with whiteboards are available to currently enrolled students. Rooms are available on a first come, first served basis—the Library does not make advance reservations. The check-out period is one hour (you may remain for more than an hour if no one else is waiting).

To check out a room, present a valid CSID card to the staff at the Circulation Desk. See staff for additional instructions.

Reserves

Reserve materials are located behind the Circulation desk. Check the Reserves binder at the desk for materials available, sorted by class name and number (e.g. History 109). You must have your CSID card to use reserve materials. Reserve materials are available on a first-come, first-served basis. Holds may not be placed on reserve materials.

Videos and DVDs

Videos and DVDs are purchased for Miramar instructors to use in their classes; students may view media materials in the Audiovisual Department, located on the first floor in room L-111.

Website

www.sdmiramar.edu/library

The library website provides information on basic rules, policies and procedures. It provides remote access to the online catalog and article databases. Your last name is your user name and your password is your CSID number. You must be a currently enrolled Miramar College student. If you are unable to access the databases please contact the library for assistance.

Wi-Fi

Free Wi-Fi is available in the library; passwords are located at the Reference and Circulation Desks.

Book Drops

Exterior: There are two exterior book drops; one is located outside the LLRC gates, the other is located on the second floor landing next to the elevators. These book drops are open when the library is closed.

Interior: There is an interior book drop located at the Circulation Desk as you first enter the library.

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Bill Changer

There is a bill changer located in the Copy Center that will change \$5 and \$10 dollar bills into \$1 dollar bills. The Accounting office in room K1-205 can make change for coins or larger denomination bills. Library staff does not have or make change.