

Miramar College

Library Handbook

Contact Information

- **Website:** www.sdmiramar.edu/library
- **Phone:** 619-388-7310

Library Hours

- For current hours of operation, visit the library webpage.
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General Rules

- A valid student CSID card is required to check out circulating, reserve materials and technology equipment.
- Food is prohibited in the library; however, beverages are allowed. Empty beverage containers must be disposed in trashcans located outside the Library.
- Cell phones must be set to vibrate or silent.
- Shoes and shirts are required at all times.
- Children must be accompanied by an adult.
- Children are not permitted in the Group Study Rooms.

Book Drops

- **Exterior Book Drops:**
 - In Parking Lot 2, directly in front of the H Building.
 - Next to the elevators at L-200.
 - These drops are available for use outside of regular service hours.
- **Interior Book Drop:**
 - Located at the Circulation Desk near to the library entrance.

Change Machine

- A change machine in the Copy Center converts \$5, \$10, and \$20 bills into \$1 bills.
- For coins or larger denominations, visit the Accounting Office in Room K1-205.
- Library staff cannot provide change.

Check-Outs

Eligibility:

- Borrowing privileges are available to:
 - Currently enrolled SDCCD students, staff, faculty, and administrators.
 - SDCCE North City Continuing Education ESL students (for ESL readers only).

Requirements:

- A valid photo SDCCD CSID card is required to check out materials.

Loan Periods:

- **Fall, Spring and Summer Semesters:**
 - Books are available for circulation for a duration of four weeks, with an automated renewal process extending the loan period for an additional four weeks, unless the semester concludes or another student requests the same title online. As the semester progresses, the loan periods will be reduced.

Fines and Fees:

- **Overdue Materials:**
 - Circulating items: \$2.00 service fee + \$0.25/day per item.
 - Circulating Reserve items: \$2.00 service fee + \$0.50/day per item.
 - Unauthorized removal of Reserve Library Use Only (LUO) materials: \$5.00/day per item.
- **Circulating Technology Replacement/Damage Fees:**
 - Keyboard: \$15.50 (replacement cost only).
 - Mouse: \$7.94 (replacement cost only).
 - Laptop with AC Adapter: \$257.00 (\$7.00 processing fee + \$250.00 replacement cost).
 - Headset: \$36.59 (\$7.00 processing fee + \$29.59 replacement cost).
 - Webcam: \$100.75 (\$7.00 processing fee + \$93.75 replacement cost)
- **Lost/damaged books:**
 - Replacement cost of the item + a \$7.00 processing fee.

Hold Requests:

- Patrons may place holds on books and circulating Technology item (i.e. Laptop, mouse, headset, and keyboard) that are checked out, excluding Reserve materials.
- A valid CSID card is required to place a hold.

Interlibrary Loan

- You can obtain books from other SDCCD libraries by submitting an Interlibrary Loan request either in person or via your library student account.
- Interlibrary loans are not available outside the SDCCD system.
- Library personnel will reach out to you through email or phone once your requested item has arrived.

Technology Services

Computers:

- Computers are available in the Information Commons for research and coursework.
- Students who are enrolled in the current semester have the ability to utilize the computers.
 - Students are required to log in using their CSID as the username and their last name, with the initial letter capitalized, as the password.
 - Should students need assistance with resetting their password, they may request help at the circulation desk..
- Access includes:
 - SDCCD online catalog, databases, and the Internet.
 - Microsoft Office suite.
- Headphones are available for checkout.

Copiers and Printers:

- **Copiers:**
 - Located in the Copy Center.
 - Accepts cash (bills and coins) and CSID cards.
 - Copy Costs: \$0.10 per page for standard sizes (8½ x 11 and 11 x 17).
- **Printer:**

The Copy Center provides access to two black-and-white laser printers and one color printer.

- Printing Costs:
 - Black-and-white: \$0.10 per page.
 - Color: \$0.50 per page.
- Add funds to your CSID card at the Add Value machine.

Wi-Fi:

- Free Wi-Fi is available.
- Students registered for the current semester may connect to the SDCCD-Campus-Connect wireless network.
- Guests can access the SDCCD-Campus-Connect-Guest network.
- Guidelines for accessing the networks are available at the circulation desk.

Research Assistance

- A Reference Librarian is available to assist with research, assignments, and finding resources.
- The Reference Desk is located near 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.

Study Areas

Quiet Study Area:

- Located to the right of the Circulation Desk in the Circulating Collection area.
- Designed for individual study.
- Loud talking, noise, and children are not permitted.
- Cell phones must be set to vibrate, and calls should be taken outside.

Group Study Rooms:

- Eight study rooms with whiteboards are available to students enrolled in the current semester.
- Rooms are first-come, first-served; no reservations.
- Check-out period: 1 hour (extensions allowed if no other groups are waiting).
- A valid CSID card is required for check-out.

Special Collections

Reserves:

- Reserve materials are kept behind the Circulation Desk.
- A valid CSID card is required to access Reserve materials.
- Reserve materials are first-come, first-served and cannot be placed on hold.

Reference and Casual Reading Areas (Library Use Only):

- The Reference area contains research books and law books.
- The Casual Reading area offers relaxed seating with current newspapers and magazines. Moderate talking is permitted.

Audiovisual Materials

- DVDs and CDs associated with a physical book in our collection are available for checkout at the circulation desk.

Library Website

- Visit www.sdmiramar.edu/library for:
 - Library policies and procedures.
 - Remote access to the catalog and article databases.
- Accessing databases requires your last name as the username and your CSID number as the password.
- Contact the library for assistance if access issues occur.