

# College of Marin Library

## Circulation Policies

### Library Cards

College of Marin registered students, faculty and staff may request a library card at the circulation desk. Students must be enrolled in the current semester, and must show a student ID card, driver's license, or passport in order to receive a card. The library card is only active while the student is enrolled, and will re-activate when the student re-enrolls. Community members with a MARINet library card may borrow materials from the general collection.

### Course Reserve Materials

The course reserve collection consists of textbooks and other materials placed on short term loan at faculty request. Most reserve items can only be used for 2-hours in the Library. A few items can be checked out overnight, or longer. The course reserve collection is located behind the circulation desk. You must use a College of Marin library card to check out these items.

### Checkout Limits/Loan Periods/Fines & Fees

Material	Checkout Limit	Fines/Fees	Loan Period
General Collection	15	\$0.25/day	3 weeks
New Arrivals	15	\$0.25/day	3 weeks
ESL Books	15	\$0.25/day	3 weeks
Pamphlets	15	\$1.00/day	7 days
2-hour Reserve Books	2	\$1.00/hour	2 hours
Overnight Reserve Books	1	\$5.00/day	Overnight
3-Day Reserve Books	1	\$1.00/day	3 days
7-Day Reserve Books	1	\$1.00/day	7 days
Replacement Library Cards	n/a	\$1.00	n/a
DVDs	5	\$0.25/day	7 days
CDs	5	\$0.25/day	7 days
Audiobooks/MP3	5	\$0.25/day	3 weeks
Total Checkout Allowed	20 items	n/a	n/a

### Renew Materials

Materials may be renewed in person at the circulation desk, or by calling (415) 485-9656. Items may also be renewed online.

### Return Materials

Please return materials at the loan desk, at the book drop in Parking Lot P5 (behind Learning Resources Center, adjacent to College Avenue), at the book drop outside the Learning Resources Center (at main entrance, near the door to the Mail Room), at the book drop inside the Learning Resources Center (2nd floor, between Tutoring center and main entrance to the Library). On the Indian Valley Campus materials can be returned at the circulation desk, or at the book drop in Parking Lot P2 (at east end of parking lot, near the Main Building). In addition, you can return books to any MARINet member library.

## Borrower Responsibilities

Borrowers are responsible for library materials checked out to them until they are returned. If an item is lost or damaged, a replacement fee will be charged.

## Holds on Student's Records

When a student accrues over \$10.00 in overdue and/or lost materials fines a hold will be placed on the student's college record, which will cause them to have grades, transcripts, diplomas, and registration privileges and other services withheld.