



## Circulation Guidelines

The Library's circulation policies were developed to provide access to the library's collections by the greatest number of patrons in the timeliest manner. In most cases, the library owns only one copy of each item. Our policies permit you to check out several items, but you should remember that the collections are intended to be a shared resource. Each borrower needs to be sensitive to the effect of his/her borrowing habits on others. Please return items as soon as you are finished using them, regardless of when they are due. Having the items back in circulation allows others to borrow the same materials.

Careful handling of library materials by all concerned will help keep the collections intact and usable. Please help us keep our collections clean and in good shape.

### Library Cards

The St. Philip's College ID card serves as the library card for this college's students, staff, faculty, and administrators. ID cards from other colleges in the Alamo Community College District also serve as library cards for this college. **Some type of official photo ID must be presented in order to check out any materials, including Course Reserve in-house use.**

Report the loss or theft of any library card immediately so that we may tag your computer record to prevent someone else from using your card to borrow materials.

The library often needs to contact borrowers with courtesy overdue notices and for other reasons, such as lost and found items. Inform the Circulation Desk staff of any changes in address or telephone numbers. If we learn that our records are incorrect, all lending privileges will cease.

### RENEWALS

If you wish to keep items beyond the due date, please renew the loan before the due date. Items may be renewed in three ways:

Through the online catalog (<http://alamo.iii.com>); By phone at 210-486-2555; In person at the Circulation Desk in the CLR.

### RECALLS

Faculty may recall items which are checked out to another borrower. All materials checked out are subject to recall after the initial, guaranteed loan period. Recalled items are due 5 days after the date they are recalled. Emails or telephone calls will notify the borrower that an item has been recalled. As with all other materials, fines accrue until the library is notified that the recalled item has been lost.

### HOLDS

Borrowers may place a hold at the Circulation Desk for any item that is currently checked out. This will block the item from being renewed in the system. The patron placing the hold will be notified when the item is available for check-out. An item will be kept on the hold shelf for three days after the patron has been notified. After three days, the item is returned to the circulating collection. The item will be retained on the hold shelves for a reasonable length of time if the patron is unable to pick up the item in 3 days and notifies Circulation Desk staff of this.

Library materials are due on the most recent date stamped on the date due sticker. When possible, emails, telephone calls, and/or courtesy notices will remind the borrower that the material is overdue. However, failure to receive a courtesy overdue notice IN NO WAY RELIEVES THE BORROWER OF HIS/HER OBLIGATION TO RETURN THE ITEM BY THE DATE IT IS DUE OR REDUCES THE AMOUNT OF THE FINE.

Responsibility is assigned to the person whose ID card was used for checkout. YOU ARE RESPONSIBLE FOR FINES, FEES, AND REPLACEMENT COSTS OF ALL ITEMS CHECKED OUT ON YOUR CARD.



## **LOST MATERIALS**

In the event an item is lost, the patron is responsible for paying:

All accrued fines from the first day overdue to the date the item is reported lost OR until the library has changed the item's status to LOST.

### **PLUS**

A \$10.00 processing fee to pay part of the costs associated with ordering, cataloging, processing, adding the item's record to the database, etc.

## **Damaged Items**

Appropriate fines will be charged for all damaged items plus a \$5.00 charge will be assessed for each date-due sticker, barcode, or other fixed processing label.

Items damaged beyond repair will be subject to full replacement and processing costs as described under LOST MATERIALS.

## **CASH ONLY**

All fines must be paid in cash at the Circulation Desk. Checks may be used to pay in the Business Office in EMERGENCY SITUATIONS ONLY. Please have sufficient change and/or small bills ready to pay fines since the library keeps very little cash on hand.

## **WARNING**

Overdue items or outstanding fines may result in Administrative Holds. You may be denied access to registration or to your student records (transcripts).

Employees who do not return overdue materials upon request will be charged fines accrued from the first day past the item due date.