

Borrowing & Circulation

Circulating Materials

In the library, the terms "**circulation**" and "**circulating**" refer to items that may be checked out (borrowed), as opposed to "reference" materials which are for library use only.

The library's **circulating collection is available for checkout** by currently enrolled Valencia students, current faculty and staff, and Valencia Emeriti. The circulating collection includes books, audio books, DVDs, videos, CDs and CD-ROM software. The collection contains materials that support academic curriculum and research, as well as materials for personal enrichment and to support lifelong learning.

Requests may be placed on currently checked-out materials that are owned by a Valencia Community College library. Requests may be placed online or in person.

All materials are checked out using a **Valencia ID card** (the borrower ID card). All borrowers are responsible for materials checked out on their account.

Reciprocal borrowing privileges are available to students enrolled in the Florida State and Community College System and the State University System. By special agreement, students at Barry University and DeVry University also are extended privileges. Reciprocal borrowers may check out circulating library materials with a valid school ID card from their institution, as well as an additional ID with current address. A valid school ID card (borrower card) must be presented at the time of the loan transaction. Reciprocal borrowers are responsible for all materials checked out on their card.

Valencia **borrowers' maximum** is 25 items checked out on their account. Reciprocal borrowers' maximum is five items checked out on their account.

Borrowing privileges are not extended to community members.

Reserve Materials

Instructors may place items on "reserve" to provide access to course materials. Reserve materials may consist of textbooks, books, solution manuals, magazine articles, sample tests and other items. Some reserve materials are for library use only and cannot be removed from the library. The reserve materials loan period varies from one hour to seven days depending on the item.

- Reserve materials are available only to Valencia students who are enrolled in a specific instructor's course.
- A Valencia ID card is required to check out Reserve materials.

Interlibrary Loan Materials

Interlibrary Loan (ILL) material is the property of the lending library and not a Valencia Community College Library. Valencia students, staff and faculty can make ILL requests for materials from other libraries. Students from other institutions generate ILL requests through their home college library.

- Interlibrary loan requests can be made online or in person.
- Interlibrary loan materials are subject to the same fines as materials owned by Valencia. Materials lost or returned damaged will have the replacement fee assessed to the borrower.

- Loan periods are determined by the lending institution. Some items cannot be requested via Interlibrary Loan including: rare books, textbooks and some AV materials.
- Delivery time for Interlibrary loan materials can range from two days to two weeks. Students should request items far in advance of assignment dates.
- Library staff will contact the requestor by Atlas e-mail when an item arrives and becomes available.

Loan Periods

Material Type	VCC Students	Reciprocal Borrowers	Faculty/Staff
Circulating Books, CD-Roms, and Audio Books	3 weeks	3 weeks	4 weeks
Circulating DVDs and Videos	Varies by campus	Varies	3 weeks
Reserve Materials	Varies	N/A	N/A
Audio-Visual Materials (Materials & Equipment located at the campus Audio-Visual Department)	Varies; LUO	Varies; LUO	As needed
Journals, Magazines & Newspapers	LUO	LUO	Short term checkout
Reference Materials	LUO	LUO	Short term checkout
Interlibrary Loan Materials	LI	N/A	LI

LUO = Library Use Only

N/A = Not Applicable

LI = Determined by Lending Institution

Renewing Circulating Materials

In person renewals may be requested on or before the due date (or up to 20 days after the due date).

Online renewals can be accessed using the library catalog's (LINCC) **My Account** feature. Online renewal must be made BEFORE the due date to avoid technical delay and resulting fines.

Steps to renew items using LINCC:

1. Click on **My Account**
2. Type in **Borrower ID number** (the number that is printed on the BACK of the Valencia ID card)
3. Type in **PIN number** (last four digits of Valencia ID Number)
4. Click on **Log on**

5. Click on the number to the right of **Loans**
6. Checkmark the **title** of the book(s) you wish to renew
7. Click on **Renew All** or **Renew Selected**

Notes:

- Maximum renewal is two times (students).
- Materials may not be renewed if another user has placed a request for the item, the renewal limit has been met, or if the item shows "LOST" in the catalog status.
- **Overdue** materials may be renewed **up to 20 days** after the due date in person. However, fees will continue to accumulate during the overdue period until the item is renewed or returned. **After 20 days**, an item shows "LOST" in the catalog status and cannot be renewed. Overdue materials cannot be renewed online (system requirements)--request a renewal in person. Additionally, overdue materials cannot be renewed once the fine reaches or exceeds \$5.00. However, students have the option to pay their fine and then renew the item.
- Reserve materials may or may not be available for renewal based on demand. Please contact campus library staff for details.
- Currently enrolled students may renew items beyond the final due date of the semester **ONLY** if they are also enrolled and have paid for the following term.

Return Circulating Materials

Circulating items may be returned to any Valencia Community College Library. Return materials to the library's Check Out desk, or to the Book Drop located outside of the Library (note: the Winter Park Campus Library does not have a book drop--return items before the library closes). Staff will return materials belonging to other Valencia libraries.

- Materials returned after library hours on the due date will NOT be considered overdue.
- Materials are checked out in good condition unless otherwise noted in library records. Materials returned in poor condition (water damage, stains, underline or highlight markings, tears, etc.) will be charged to the borrower.

Overdue Circulating Materials

At the time materials are borrowed a receipt is issued. This is the library's official notice of the due date. The due date is also available online at the LINCC "My Account" web page (see the Renewals section). The borrower is responsible for returning materials on time or renewing them ON or BEFORE the due date. Late fines are assessed beginning the first day the materials become overdue. Replacement fees are assessed if material is in "lost" status. Student library fines (including overdue fines, Processing Fees, and Lost Replacement Fees) can be viewed online using LINCC's "My Account" feature. However, the total amount of fees will not be calculated until all material is returned.

Library Fines

As per the college catalog, the per-item fine is \$.25 per day for overdue circulating materials. The fine structure varies per item for course reserve material. Materials returned more than 20 days after the due date will be declared LOST. The borrower will be assessed a lost replacement fee (based on the value of the material) and a \$5.00 non-refundable processing fee. A hold is placed on grades, transcripts, and graduation for any outstanding obligations. Library fines must be paid in person at any campus Business Office. The replacement fee may be refunded only if the material is returned within 30 business days from the payment date and is determined by the Circulation Department

supervisor to be in acceptable condition. No refund is issued after 30 days from the payment date.

- Circulating Materials and Interlibrary Loan Materials - \$.25 per day
- Reserve Textbooks - \$1.20 per hour, up to a maximum of \$100.00
- Other Reserve Materials up to a maximum of \$100.00, depending upon the material.
- Students with fines of \$15 or greater may not check out any additional library materials nor renew any materials that are currently checked out.

Notification through Atlas e-mail

As stated in the Valencia Community College Catalog, Atlas e-mail is the primary and official form of communication for academic business for students, staff, and faculty. The library sends overdue notices and other correspondence through the Atlas e-mail account. E-mail overdue notices are sent ONE DAY and again ONE WEEK after materials are due. Atlas e-mail account holders are responsible for the information and notices sent to them. Failure to check Atlas does not affect the assessment of fines.

Privacy of Library Records

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records under Statute 20, United States Code, section 1232g. This requires that all student records, including library circulation and fine records, be private. In order to comply with this law, no information regarding circulation transactions or fines will be released without a valid photo ID (Valencia ID for current students). Library staff can only give general information over the phone to comply with college privacy policy since we do not have any way to verify identity over the phone.

Library staff can clarify any of these Terms & Guidelines. Contact:

East Campus	407-582-2459
Osceola Campus	407-582-4155
West Campus	407-582-1574
Winter Park Campus	407-582-6814

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