

Borrowing Library Materials

WHO CAN BORROW

The library at Colorado Northwestern Community College extends borrowing privileges to all students, faculty, and staff, Rangely and outlying community residents, and Colorado residents with a valid Colorado Library Card (18 years and over, except for dual-enrolled students, or high school students with valid ID cards) to check out materials.

LOAN PERIODS AND RENEWALS

Colorado Northwestern Community College students, staff, local patrons and high school students may check out books for a three week period. Videos check out for three days. Talking books, music tapes, and compact discs check out for seven days. Faculty may check out materials for instructional purposes for the semester. Borrowed materials may be renewed item up to 3 times; twice by calling the circulation desk at 675-3576 or ext. 576 if you're on campus, however, the third renewal must be done in person with material in hand. You may renew items via email too!

LATE FINES AND LOST MATERIALS

Colorado Northwestern Community College materials should be returned on time. Fines begin to accrue when the item is overdue; at the rate of ten cents a day for books, and \$1.00 a day for videos, talking books, and music. Telecourse tapes are 50 cents per hour on 2 hour tapes and 50 cents a day for 24-hour tapes. If an item is thirty days late, the material is considered LOST and your account is charged replacement cost of said item plus a \$13.00 service charge. The library will accept the return of/or payment for any "lost/replacement"; unless your account goes into collection. At such time all transactions are handled through out collections department. However, once your account has gone to Collections, no refunds can be made for any item found/returned. If you pay for an item then find it prior to your account being sent to Collections; the Library will refund your money minus the service charge of said \$13.00.

Please return Interlibrary Loan (ILL) materials by the due date indicated, unless you have requested and received permission to keep the item longer by the lending library. ILL materials that are not returned, are billed to your account for the amount the lending library charges, along with the Colorado Northwestern Community College library processing fee of \$13.00. Unpaid ILL accounts will also be sent to Collections.

RESERVE MATERIALS

Materials that are designated by faculty as short-term check outs may be placed on reserve for student use. They include books, videos, CDs, maps, photocopies, slide sets, microfiche, and bones. These materials are located behind the Circulation Desk and must be checked out with a valid Colorado Northwestern Community College ID card. Each item has a loan period established by the faculty member placing the item on reserve. Those loan periods range from two hours to three days.

Because all reserves are intended for many users over a limited period of time, the fine for a late return is \$.50 cents per hour, or \$.50 a day for overnight and three day items.

Items are available for check out at the Circulation desk under the individual instructor's name.

INTERLIBRARY LOAN

Patrons in good standing may order materials through Interlibrary Loan. Please see the Interlibrary Loan section for policy regarding the checking out of these materials.

CIRCULATION DESK SERVICES

The following library services are offered at the Circulation Desk:

- Registration for library cards
- Access to reserve materials
- Reference and research questions
- Computer software questions
- Interlibrary loan pickup
- Copy machine
- Fax machine
- Payment for overdue materials
- Request for assistance finding materials on shelves
- Library lost and found