

# Valencia College Library Borrowing & Circulation Procedure

## Circulating Materials

The terms "**circulation**" and "**circulating**" refer to items that may be checked out (borrowed). "Reference" materials are for in-library use only.

The **circulating collection is available for checkout** by currently enrolled Valencia students, current faculty and staff, Valencia Emeriti, and others recognized as reciprocal borrowers (see below). 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 College library. Requests may be placed online or in person.

A **Valencia ID card** (the borrower ID card) is required to check out materials. The Library does not accept a driver's license or any other form of ID. The ID card is available from Student Development. All borrowers are responsible for materials checked out on their account and may not use another person's ID to check out materials.

**Valencia student-borrowers' maximum** is 25 items checked out on their account.

**Reciprocal borrowing privileges** are available to faculty/staff/students in the Florida State College System and the State University System. Reciprocal borrowers may check out Circulating Materials with a valid school ID card from their institution, as well as an additional ID with a current address. A valid school ID card (borrower ID card) must be presented at the time of the loan transaction. Reciprocal borrowers are responsible for all materials checked out on their card. State College System and State University System student-reciprocal borrowers' may have a maximum of five items checked out on their account. State University System faculty/staff borrowers' may have a maximum of 10 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, videos, solution manuals, magazine articles, sample tests and other items. Library owned materials placed on reserve are available to any currently enrolled Valencia student. Professor's personal copies may have restrictions on use. 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. Faculty must complete a copyright agreement in order to place items on reserve.

## Interlibrary Loan Materials

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

- ILL requests can be made online or in person.
- By the State of Florida's library resource sharing agreement the borrowing institution is responsible for returning the materials on time or paying replacement costs for the

items. The borrower of record is responsible for paying the local institution. Non-payment to the lending institution results in Valencia losing the privilege of borrowing in the future and may prevent the borrower from further ILL services. The college reserves the right to turn delinquent ILL fees/fines over to a collection agency.

- Loan periods are determined by the lending institution. Some items cannot be requested via ILL including: rare books, textbooks and some AV materials.
- Delivery time for ILL materials can range from two days to two weeks. Students are advised to 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

**LUO** = Library Use Only    **N/A** = Not Applicable    **LI** = Determined by Lending Institution

Material Type	Valencia Students	Student Reciprocal Borrowers	Faculty/Staff (Valencia; State College or University System)
<b>Circulating Books, CD-Roms, and Audio Books</b>	3 weeks	3 weeks	4 weeks
<b>Circulating DVDs and Videos</b>	Varies by campus	Varies	4 weeks
<b>Reserve Materials</b>	Varies	N/A	N/A
<b>Audio-Visual Materials (Materials &amp; Equipment located in the campus Classroom Technology Services Department)</b>	Varies; LUO	Varies; LUO	As needed
<b>Journals, Magazines &amp; Newspapers</b>	LUO	LUO	Short term checkout
<b>Reference Materials</b>	LUO	LUO	Short term checkout
<b>Interlibrary Loan Materials</b>	LI	N/A	LI
<b>Equipment</b>	Varies by campus	N/A	Varies; LI

## 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 made up to the day BEFORE an item is due. **Note:** Equipment (such as digital cameras, tablets, calculators, headphones, etc.) cannot be renewed online – equipment renewals can only be made in person. See the lending department for details.

Steps to renew items online:

1. Login to **Atlas**
2. Click on **Search the Library**
3. Click on **My Account**
4. Click on **Loans**
5. Click on **Renew** or **Renew All**

**Email renewals** should be made the day an item is due or once it becomes overdue. Email [servicedesk@valenciacollege.edu](mailto:servicedesk@valenciacollege.edu) from Atlas email to request a renewal.

**Renewals over the phone** are not permitted.

**Notes:**

- Maximum renewal is two times.
- 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.
- In person renewals of overdue materials are accepted up to 20 days after the due date. Fees continue to accumulate during the overdue period until the item is renewed or returned. On day 21, an item shows "LOST" in the catalog status and cannot be renewed. Overdue materials cannot be renewed online (system requirements), students must renew in person. 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 item 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 enrolled and paid for the following term, and show a printout of their status to the library staff.

### Return Circulating Materials

Circulating items may be returned to any Valencia College Library. Return materials to the library's Check Out/Circulation desk, or to the Book Drop located outside of the Library, if applicable. Library staff will return materials belonging to other Valencia libraries.

- Materials returned after library hours on the due date will NOT be considered overdue (exception, Winter Park and Lake Nona Campus materials must be returned before the library closes. The only allowance at Winter Park are textbooks and graphing calculators which may be returned to Security after library hours.)
- 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. A librarian makes the decision regarding the condition of the item.

### Overdue Circulating Materials

A receipt is issued at the time materials are borrowed. This is the library's official notice of the due date. The due date is also available online using the library catalog's "Your Library Account" feature (see the Renewals section). The borrower is responsible for returning materials on time or renewing them ON or BEFORE the due date.

## Library Fees/Fines

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 the library catalog's "Your Library Account" feature. The total amount of fees will not be calculated until all material is returned.

Per Valencia 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. 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 and/or Librarian 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.

Library fines must be paid in person at any campus Business Office.

A hold is placed on grades, transcripts, and graduation for any outstanding obligations to the college, including Library fees/fines. **Students can view their holds in Atlas.**

**Courses Tab > Registration > Transcripts, Grades & Holds > View Holds**

## Notification through Atlas e-mail

As stated in the Valencia 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 Library Staff:

East Campus	407-582-2459
Osceola Campus	407-582-4155
West Campus	407-582-1574
Winter Park Campus	407-582-6814
Lake Nona Campus	407-582-7107

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