

ACCESS SERVICES POLICY

BORROWING GUIDELINES

Borrowing limits indicate how many library items you can check out at a time. Loan periods indicate how long you can borrow a library item. Loan periods range from two hours to three weeks depending on the item. All library materials are due back by the last day of the semester.

Item Type	Borrowing Limit	Loan Period
Circulating Books	12	21 days
Circulating Videos, DVDs & CDs	3	7 days
Reserve Textbooks & Materials	2	2 hours, 1 day, 3 days, or 7 days, 1 week or 1 semester
Reference Books & Periodicals	No Limit	Library Use Only

RENEWING LIBRARY MATERIALS

You may find you need to use an item a little longer. Here's how library materials may be renewed.

Item Type	Renewal Guidelines
Circulating Books	The first renewal is automatic. After the first renewal you can renew online or in person as needed through the end of the current semester.*
Circulating Videos, DVDs & CDs	The first renewal is automatic. After the first renewal you can renew online or in person as needed through the end of the current semester.*
Reserve Textbooks & Materials	No renewals are allowed.

***Note:** If another user requests an item you have borrowed, renewals will not be allowed and the item must be returned by the due date specified.

LIBRARY CARD

Your Student Access Card is an all-in-one card: your library card, official college photo ID, Regional Transit pass (with current RT sticker), and GoPrint card. Show your Student Access Card to check out library materials at the Circulation Counter. You are responsible for any materials checked out on your card, so be sure to report lost or stolen cards immediately.

Student Access Cards are available at:

- Main Campus Welcome Center in Aspen Hall (FL-1)
- El Dorado Center Computer Lab in Building C (C-204)
- Rancho Cordova Center Main Counter

For more information, visit <https://flc.losrios.edu/admissions/orientation/student-access-card>

MY LIBRARY ACCOUNT & LIBRARY NOTICES

Visit [My Library Account](#) to renew items, view and pay fines, and view your reading history. Check your Los Rios Gmail account for notices about requested items, overdue books, or fines. Log in to your Los Rios Gmail at <https://apps.losrios.edu/>

RETURNING LIBRARY ITEMS

All items should be returned on or before the due date, and all items will be due by or before the end of the current semester. Circulating items may be returned to any campus library, but reserve items must be returned to the library from which they were borrowed.

You can return library books and other items to any of the book returns, or at the Circulation Counter. There are three book returns available at Folsom Main Campus. The inside book return is located next to the Library entrance in Aspen Hall (FL-1) and an additional return is located at the left end of the Circulation Counter. An outdoor book drop is available in the parking lot near the main campus entrance in front of Admissions & Records. There is an outdoor book drop available at the El Dorado Center Library (Building A).

REQUEST BOOKS FROM LOS RIOS LIBRARIES

You can request books from any Los Rios Library for delivery to the FLC or EDC library, free of charge. Locate the book in [OneSearch](#) and then select the Request button to complete the request. Hold privileges are not available for Reserve materials. There is an approximate three-day waiting period for books to arrive at your preferred campus library. You may request up to seven circulating books at one time. Please visit the Library Research desk or call a librarian at (916) 608-6612 if you need help placing a hold.

REQUEST BOOKS FROM OTHER LIBRARIES

Students, staff and faculty may request books from outside the Los Rios Library System for delivery to the FLC or EDC libraries, free of charge. You may check out up to three books at a time from other libraries. Please visit the Library Research desk or call a librarian at (916) 608-6612 to assist you with your request.

FRIENDS OF THE LIBRARY MEMBERSHIP

Residents of the community that are not currently enrolled in a Los Rios District course may purchase a Friends of the Library Member Card for \$30 per year. FLC Alumni and children under 18 can purchase a

card for \$15 per year. FLC Emeriti Association Members may also join the Friends of the Library; the fee is included in the Emeriti Association membership dues. The Friends of the Library card allows anyone in the community to use the library for borrowing books and allows on-campus access to online research databases.

Friends of the Library borrowers **may**:

- Borrow books from the FLC Main Campus or the El Dorado Center Libraries
- Borrow up to three books at a time
- Access online research databases while on campus

Friends of the Library borrowers **may not**:

- Borrow media items, including videos, DVDs or CDs
- Request Interlibrary Loan, hold and request services

FINES

If items are returned after the due date or time, overdue fines may be charged. For circulating items (books and media), fines are only charged if another user requests the item **and** you fail to return it by the due date specified.

Item Type	Maximum Overdue Fine per Item
Circulating Books, Videos, DVDs, and CDs	Fines are only charged on circulating items if the item is recalled and you fail to return it by the due date. \$0.25 per day/ maximum of \$15 per item
2-hour, 1-day, 3-day, 7-day and 1 semester Reserves	\$1.00 per hour/ maximum of \$50

For items that are lost, stolen or never returned to the library, you will be charged the replacement cost of the material plus a \$10 processing fee. These charges may be assessed in addition to overdue fines.

Note: Non-payment of fines or failure to return checked out material will result in a block on your college record that could affect your ability to register for classes or other college-related activities. Library fines may be paid at any of the four Los Rios college libraries.

LOST AND DAMAGED MATERIALS

Students will incur a fine in the amount of the current replacement cost, plus a \$10 non-refundable processing fee, for library materials that are lost or damaged. Library faculty and staff will assess the current replacement cost of out-of-print materials.

APPEALING LIBRARY FINES

The FLC Library makes every effort to regulate fines according to well-defined standards. You have the option of appealing fines and charges if you feel that the fine or charge has been inappropriately applied or that there are mitigating circumstances that should be taken into consideration. Appeals must be made within 30 days of the billing date. Contact the Circulation Counter at (916) 608-6613 for more information.

COMPUTER USE

WI-FI & COMPUTER ACCESS

Connect your personal device(s) to the LRCCD wireless network using your Los Rios ID and password. The Library provides access to LRCCD networked computers and a secured wireless Internet connection is available for currently enrolled students. Per District policy, all LRCCD computers are subject to monitoring to assure adherence to acceptable use standards.

PRINTER & COPIER USE

Printing from library computers or using the copier is ten cents per page. Students can use their Student Access Card to pay for printing or use cash to make copies. A color printer is available in the Welcome Center.

GUEST ACCESS

Guests may request to use FLC computers for up to 2 hours by visiting the Welcome Center. Guest access is available to non-students who are at least 18 years old and can provide photo identification.

STUDY ROOM USE

STUDY ROOMS

The Library has three study rooms available for check out. Study rooms are available for two hours at a time, and groups of two or more people are given preference. To check out a study room, bring your Student Access Card to the Circulation Counter and a staff member will assist you.

Study rooms may be reserved up to one week in advance. The Library reserves the right to reassign or cancel reservations to assure the maximum and most appropriate use of its space. Students are responsible for the condition of the study room. For the full Study Room Use Policy, please visit the Circulation Counter or call (916) 608-6613.

SILENT STUDY LAB

The Library classroom (FL1-35) is available for use as a silent study lab. Computers are available for use on a first-come, first-served basis. Group work, talking, or disruptive behavior are not permitted in the

lab. The lab is unavailable during scheduled instructions. Lab hours are posted weekly at the Silent Study Lab entrance.

LIBRARY CODE OF CONDUCT

The following guidelines promote a safe, welcoming and accessible academic environment. The Library asks that these guidelines be adhered to out of respect for all library guests, library staff, library materials and spaces. Inappropriate conduct is any behavior this is disruptive to library use. Conduct violations may result in a loss of library privileges and are subject to college disciplinary action.

- Food and drink are prohibited in the library. Students with open containers of food or drink will be asked to take them outside of the library.
- Cell phones should be set to vibrate or silent. Students talking on cell phones will be asked to leave the library.
- Headphones are acceptable, as long as their volume does not disturb other students or staff.
- Unreasonable or abusive behaviors will not be tolerated.