



## Circulation Loan Policy

Currently enrolled Corning Community College students and employees may borrow Library materials, use Library services, and access the databases that are listed on the Arthur A. Houghton, Jr. Library's *Library* web page in MyCCC. All students should obtain a student ID card from the Public Safety office. The student ID card serves as the Library card. Loan privileges are also extended to community members in the College's service area. Community members should apply for a library card at the main floor circulation desk.

Loan periods vary by collection and type of material. The standard loan period for students and community members to borrow books from the General Collection is 3 weeks. Faculty and staff members may borrow books from the General Collection for one semester. These books are subject to recall after three weeks if requested by another borrower. One renewal per book is allowed if not requested by another patron. Books are renewable by telephone (607-962-9251), e-mail ([circulation@corning-cc.edu](mailto:circulation@corning-cc.edu)) or in person.

**Borrowing privileges** are extended solely to the individual named on a student ID or Library Card. A patron is responsible for all materials checked out on his/her card even if checked out for another individual. If a student ID or Library Card is stolen or lost, a user should report it to Public Safety and the Library staff immediately since any loans on the card is the responsibility of that user.

**Overdue notices** are sent to students as a courtesy. Failure to receive notices does not exempt the user from paying fees and replacement costs. All Library users are notified of the loan period at the time an item is borrowed. Library materials must be returned by the assigned due dates and times. Renewals may be made in person, telephone or e-mail as long as another user has not requested the materials.

**Accounts** should be settled when materials are returned. Overdue fines are charged on reserve material and are assessed at \$1.00 per hour. Failure to return materials on time may result in placement of a hold on transcripts and billing for unreturned materials at Student Accounts. Borrowing privileges may also be suspended until material is returned or fees paid. Once your Student Account has been billed, the Library will not accept back the material or waive any charges.