

## **Library Circulation Policies**

A patron (faculty, staff, student, or Courtesy Card holder) must present his/her SSCC College ID or Photo ID to the circulation assistant to check out materials. The barcode on the ID identifies the patron as an eligible library borrower and defines his/her circulation privileges. The patron who checks out materials is responsible for them. Patrons are advised not to lend Library materials checked out to them. The SSCC College ID card may also be used to check out materials from other OhioLINK institutions.

**Eligible Users:** SSCC Library extends use privileges to a variety of users, including students, faculty, and staff and alumni. As a participating member of OhioLINK, use privileges are also extended to any valid student, faculty, or staff member of any other participating OhioLINK institution. Each SSCC faculty, staff, and student may check out a total of 50 items at a time and have up to 10 holds (requested items)

**Courtesy Card:** In addition, SSCC Library allows the general public to use the Library's collection and many of its services, provided they have registered with the Library and have a valid SSCC Library Courtesy ID card. There is no charge for the community users to register. Courtesy Card patrons are allowed to borrow up to 5 OhioLINK items and 10 SSCC items, along with have up to 10 items on hold. There is also use of other library resources available on-campus at the library.

**Periodicals:** Unbound periodicals do not circulate outside the library.

All SSCC Library materials that are checked out to library patrons are subject to immediate recall if necessary.

## **Mutilations and Theft**

Under Section 2935.041 of the Ohio Revised Code, a person suspected of theft or mutilation of Library materials will be reported to proper authorities and damages of library materials is handled on a case-by-case basis.

## **Loan Policies**

**Student:** Print items borrowed by students from SSCC or OhioLINK member institutions may be checked out for 21 days, with up to six renewals. SearchOhio items borrowed may be checked out for 21 days, with up to 3 renewals. Media items (DVD, CD, VHS, etc.) borrowed through SSCC and OhioLINK may be checked out for 7 days with NO renewals. SearchOhio media items may be checked out for 7 days with up to 3 renewals. All renewals on all items are available provided the item is not overdue and there are no holds on the print item.

Faculty and Staff: Print items borrowed by faculty and staff from SSCC or OhioLINK member institutions may be checked out for 42 days, with up to six renewals. SearchOhio items borrowed may be checked out for 21 days, with up to 3 renewals. Media items (DVD, CD, VHS, etc.) borrowed through SSCC and OhioLINK may be checked out for 7 days with NO renewals. SearchOhio media items may be checked out for 7 days with up to 3 renewals. All renewals on all items are available provided the item is not overdue and there are no holds on the print item.

All Patrons: Items may be renewed in online at <http://library.sccc.edu/#mylibrary>, under MyLibrary Account, in person or by phone.

## **Tablets & Electronic Devices**

Tablets borrowed by SSCC students, faculty, or staff, may be checked out for 21 days and are NON-RENEWABLE. Borrower must present their SSCC ID and current photo ID at checkout. Borrower must sign the Electronic Device Agreement, which is held on file until return of the device. Fines are charged at \$5 per day for SSCC electronic devices if they are returned past their due date. If the electronic device is not returned within 7 days past the due date the patron account will be billed the full replacement for the device and a \$50 non-waivable processing fee will result in accordance with the electronic device agreement.

## **InterLibrary Loans (ILL)**

ILL items will not be requested if available through SSCC or OhioLINK. ILL loaning library may recall items at any time. Each loaning library sets all due dates and renewals per their loaning policies. All charges for overdue items billed to Southern State by the loaning library will be the responsibility of the borrowing patron. An additional non-waivable processing fee will be assessed and added to patron's charges upon billing.

## **Fines**

Fines are charged at \$.50 per day on SSCC, OhioLINK, and SearchOhio materials if they are returned past their due date.

A patron will receive a maximum of two overdue notices (1<sup>st</sup> and 10<sup>th</sup> day after due date). Receipt of a second notice will result in suspension\* of the patron account. After two notices, a patron is sent a bill once item is past due 30+ days for replacement cost and non-waivable processing fee of each unreturned item.

SSCC Items returned 30 days or more past the due date will result in a bill for the replacement and a non-waivable processing fee of the item. A \$15 non-waivable processing

fee, OhioLINK items will result in a \$50 non-waivable processing fee, and SearchOhio items will result in a \$25 non-waivable processing fee.

Charges for damaged library materials are handled on a case-by-case basis.

Schedule of all overdue fees and billings is listed below.

\*Suspended Accounts: Patrons may have library privileges, including borrowing and requesting items, and remote services access, temporarily suspended. Requests for diplomas, transcripts, and registration for courses may be interrupted due to delinquent library transactions and suspended patron accounts. Suspension of patron library account may be taken for overdue/unreturned materials, unpaid fines, unpaid interlibrary loan fees, and/or failure to pay for lost, damaged, or mutilated materials. The procedure for removing a Library suspension is to contact the Library as soon as possible and resolve the issue (including paying any owned fines, returning items, etc).

For questions relating to library circulation please contact [ReBecca Griffith](mailto:ReBecca.Griffith@sscc.edu), Library Services Coordinator. ([rgriffith@sscc.edu](mailto:rgriffith@sscc.edu) or 800.628.7722 x3681)

### Students

Material Type	Borrowing Period	Renewals	Overdue Fines	Replacement Fee (30+ Days Overdue)	Non-waivable Processing Fee (30+ Days Overdue)
SSCC Print Materials	21 Days	6	\$.50 per day	Cost of Item	\$15.00
SSCC Media Items	7 Days	No Renewals	\$.50 per day	Cost of Item	\$15.00
OhioLINK Print Material	21 days	6	\$.50 per day	\$75.00	\$50.00
OhioLINK Media Items	7 days	No Renewals	\$.50 per day	\$75.00	\$50.00
SearchOhio Print	21 days	3	\$.50 per day	\$25.00	\$25.00
SearchOhio Media	7 days	3	\$.50 per day	\$25.00	\$25.00
Tablets and Electronic Devices	21 days	No Renewals	\$5.00 per day	**See Electronic Devices schedule below	\$50.00
ILL	Determined by Lending Institution; Bills will be charged to Patron				

## Faculty and Staff

<b>Material Type</b>	<b>Borrowing Period</b>	<b>Renewals</b>	<b>Overdue Fines</b>	<b>Replacement Fee (30+ Days Overdue)</b>	<b>Non-waivable Processing Fee (30+ Days Overdue)</b>
<b>SSCC Print Materials</b>	42 Days	6	\$.50 per day	Cost of Item	\$15.00
<b>SSCC Media Items</b>	7 Days	No Renewals	\$.50 per day	Cost of Item	\$15.00
<b>OhioLINK Print Material</b>	42 days	6	\$.50 per day	\$75.00	\$50.00
<b>OhioLINK Media Items</b>	7 days	No Renewals	\$.50 per day	\$75.00	\$50.00
<b>SearchOhio Print</b>	21 days	3	\$.50 per day	\$25.00	\$25.00
<b>SearchOhio Media</b>	7 days	3	\$.50 per day	\$25.00	\$25.00
<b>Tablets and Electronic Devices</b>	21 days	No Renewals	\$5.00 per day	**See Electronic Devices schedule below	\$50.00
<b>ILL</b>	Determined by Loaning Institution; Bills will be charged to Patron				

## Tablets and Electronic Devices

	<b>Nook</b>	<b>Kindle Fire</b>
<b>Full Replacement</b>	\$300.00	\$300.00
<b>Electronic Device Only</b>	\$250.00	\$250.00
<b>USB Cord/Charger</b>	\$30.00	\$20.00
<b>Protective Cover</b>	\$20.00	\$25.00