

COTO LIBRARY/LEARNING RESOURCE CENTER

The Library/Learning Resource Center's Circulation Policy follows:

CHECK-OUT LIMIT

Students with a valid COTO photo ID may check out a total of five (5) items at any one time.

Community Patrons may check out a total of three (3) items at any one time.

CIRCULATION LENGTHS

Books in the general collection circulate for a period of 21 days or three weeks, while books in the reserve collection may circulate for a period of one week or are for in-house use only.

DVDs, VHS tapes, CD-ROMS, and periodicals (magazines and journals) circulate for a period of one week.

Kindles circulate for one week.

Most items located in the REFERENCE section and some items in the RESERVE collection do not circulate.

RENEWALS

Items may be renewed one time by phone, email, or in person. In extenuating circumstances, this privilege may be extended at the discretion of the Librarian if the item is physically present when the renewal is requested.

RECALL POLICY

Any overdue item that has been recalled to the Library for another patron must be returned immediately.

OVERDUE NOTICES / BILLS for FINES and/or LOST/MISSING ITEMS

A total of three overdue notices will be emailed to the student's COTO email account. After three email notices have been issued, a "stop" will be placed on the student's COTO account which will preclude the student from registering for classes, receiving financial aid refund checks, or receiving transcripts from COTO. A \$5.00 processing fee will also be assessed to the student's account. Students who have items checked out are encouraged to check their email regularly for overdue and/or recall notices.

LOST/MISSING ITEMS

Lost and/or missing items that are 30 days past due are billed for the cost of the item(s) plus a \$5.00 processing fee per item. In the event that a lost/missing item is found and returned to the library, only the cost of the item will be refunded. The processing fee is non-refundable.

END-OF-TERM RETURN DATE

All checked out items are recalled to the library on the last day of finals. Failure to return books by the End-of-Term (EOT) Return Date will result in a "stop" being placed on the student's COTO account.

ID Cards

Photo ID cards are required each semester for all currently registered students at the College and are obtained and updated in the library. The first issued ID card is free to all currently enrolled students, while replacement ID cards cost \$5.00 each. Students are required to bring their printed schedule to the library in order to have their ID card issued. Students are advised to have their ID card made during the first two weeks of classes to ensure ease of access to various College services.

ID cards are used to check out library materials, to use a computer in the LRC, to show proof of enrollment for online testing, to purchase or charge anything to financial aid (including books and supplies in the College bookstore), and to show proof of ID and/or enrollment when Pell checks are distributed. In addition, some area businesses offer discounts to students with a current student ID.

KINDLES

The Library/Learning Resource Center has four Kindles available for one week checkout. Overdue Kindles are assessed a \$5.00 charge per day when overdue. After a Kindle has been overdue for five days the user will be billed for the replacement cost of the Kindle.

SCANNERS

The LRC provides two scanning stations for student use.

CHARGING STATION

A device charging station for various mobile phones and tablets (iOS & android) is provided next to the Circulation Desk.

ROOM RESERVATIONS

Library patrons may reserve Study Room B or the Library Conference Room for group study sessions. Study Room B is for small groups of 2-5 people while the Library Conference Room will accommodate groups of up to twelve individuals. While back-to-back reservations of study rooms are not generally allowed, Library Management reserves the right to modify scheduling when appropriate to ensure all patrons have equal access to library resources.

Study Room A is reserved for tutoring purposes.

PHOTOCOPY MACHINE

Students may use the black and white photocopier located at the Circulation Desk. The cost to copy is \$.10 cents per page and each side is counted.

COMPUTER PRINTING SERVICES

Students begin each semester with \$15.00 worth of free printing in their print account. To add money to your account, go to the Business Office window and purchase a printing card. Follow the instructions on the card to enable more printing.

The cost for computer-generated copies are charged at \$.10 per page for black-and-white copies and \$.40 cents per page for color copies.

Community Patrons are charged at \$.25 cents per page for all black-and-white computer-generated copies.

LAMINATION SERVICES

The LRC provides lamination services at the cost of \$1.00 per foot. Two laminators are available: one for letter size documents and a larger one for poster size projects.

TOURS

Individual and/or group tours are generally available upon request at the Circulation Desk.