



LEARNING RESOURCE CENTER/LIBRARY

COMMUNITY USERS LOAN RULES AND REGULATIONS

Members of the general public (individuals who are not currently enrolled as GCC students or who are not currently employed by the College) may use library materials as in-house users only. To be able to borrow materials from the Library, the patron must register with the Library by presenting a photo-ID and pay a "community user library fee". Library fees are non-refundable.

Library fees per year are: \$10.00 for High School Students, \$15.00 for College Students, and \$25.00 for the General Public, including Gov-Guam employees.

LOAN PRIVILEGES: Library books from the circulating collection may be borrowed for a two week period. There is a limit of 5 items that may be borrowed at one time. Videos/DVDs may be borrowed for two days. Only two videos/DVDs can be borrowed for a two day borrowing period. Kindle e-Book readers may only be used in the library and will be subject to the same rules as reserve materials.

RENEWALS: Books may be renewed for another two week period. Videos/DVDs may be renewed for another two days. Renewals may be made in person, by telephone, or online.

OVERDUES: Borrowed materials, not returned by the due date, will be subject to fines. Fines will be assessed from initial due date as follows: \$0.25 per day/per book, and \$1.00 per day/per video/DVD. Maximum fines are \$10.00 per book and \$20.00 per video/DVD.

LOST AND DAMAGED MATERIALS: Charges for lost or damaged materials will be assessed as follows:

For books: Replacement cost of book or original price if book is out of print.

For videos/DVDs: Replacement cost of video/DVD or original price if no longer available.

For Amazon Kindle: Replacement cost of e-Book Reader.

** A non-refundable processing fee of \$10.00 will be charged for each item. Refunds will be made for payment of lost/found materials with accompanying receipts.