



## LEARNING RESOURCE CENTER/LIBRARY

### FACULTY AND STAFF LOAN RULES AND REGULATIONS

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Guam Community College faculty and staff are entitled to library borrowing privileges, but must register with the Library before they can check out materials.

**FACULTY LOAN PRIVILEGES:** Books from the circulating collection needed for instructional use may be borrowed on a semester or Summer session loan basis. Due date for these books will be the last day of instruction of each semester. However, they may be recalled after two weeks, if they are requested by another patron. Videos/DVDs may be borrowed for one week. Books borrowed for personal or recreational reading may be borrowed for a two week period. There is a limit of 10 books and 5 videos/DVDs that can be borrowed at one time. Kindle e-Book Readers may only be borrowed overnight or on weekends.

**STAFF LOAN PRIVILEGES:** Books from the circulating collection needed for classroom use (for staff enrolled in GCC or UOG courses) may be borrowed on a semester or Summer session loan basis. Due date for these books will be the last day of instruction. However, they may be recalled after two weeks, if they are requested by another patron. Videos/DVDs may be borrowed for one week. Books borrowed for personal or recreational reading may be borrowed for a two week period. There is a limit of 10 books and 5 videos/DVDs that can be borrowed at one time. Rules for Kindle Readers are the same as Faculty.

**RENEWALS:** Books on semester loan may not be renewed and must be returned by the last day of instruction. Books borrowed for personal or recreational use may be renewed for another two week period. Videos/DVDs may be renewed for another week. Renewals may be made in person, by telephone or online.

**OVERDUES:** Borrowed materials, not returned or renewed by the due date, will be subject to fine following a one day grace period. Fines will be assessed from the initial due date as follows: \$0.25 per day/ per book and \$1.00 per day/per video/DVD or Kindle e-Book Reader. Maximum fines are \$10.00 per book and \$20.00 per video/DVD and Kindle e-Book Reader.

**LOST OR DAMAGED MATERIALS:** Faculty and staff members will not be held liable for the loss/damage of library materials and equipment borrowed for instructional use when all reasonable precautions have been taken (to be determined in consultation with the Dean.)

Faculty members and staff will be held liable for lost/damaged materials borrowed for personal use and/or recreational reading. Charges 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.