



LEARNING RESOURCE CENTER/LIBRARY

STUDENT LOAN RULES AND REGULATIONS

Guam Community College students are entitled to library borrowing privileges, but must register and/or update enrollment status with the Library each semester by presenting their registration receipt and a current GCC ID card.

LOAN PRIVILEGES: Library books from the circulation collection may be borrowed for two weeks. There is a maximum of 10 books that can be borrowed. Only two videos/DVDs can be checked out at any given time 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. All circulation of library materials ceases one week prior to the last day of instruction. Exceptions can be made after consultation with the Faculty Librarian on duty.

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

OVERDUES: Borrowed materials not renewed or returned by the due date, will be subject to fines following a ONE day grace period. 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 OR 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 materials with accompanying receipts. If an item is then found, a refund for a lost item will be made, minus the fine.

SUSPENSION OF LIBRARY PRIVILEGES: Students' borrowing privileges may be suspended until all overdue items are returned and financial obligations have been cleared.