



LOANS, FINES & FEES

The loan period for WCCCD Library books is 21 days with a Renewal period of 7 days. Reserve item loan periods are two hours and within the library unless a Faculty Reserve indicates otherwise. Faculty Instructional Videos/DVDs can be checked out for 2 weeks. If you do not return your library items on time, you will be responsible for the following overdue charges:

Item	Cost
Book	\$.25 per day/per item
Reserve item - 2 hour	\$.50 over two-hour loan time
Reserve item - daily	\$ 1.20 per day/per-daily loan item
Lost Item	\$10.00 Processing Fee plus Replacement Cost

Overdue Notices:

Notices will be sent to the borrower's home address or emailed to borrower's WCCCD email address:

- Notice 1 after 7 days overdue
- Notice 2 after 21 days overdue
- BILL for fines and/or Replacement Cost after 28 days overdue.

Failure to comply with policy will result in loss of borrowing privileges.

If you have any questions or concerns about library fines and/or fees, please contact the Library Services staff at the campus from which you checked out the materials.