Circulation Services Policy

Copying
The Library has one copier machines and two printers available for public use.

1. Copy Machines and Printing: 10 cents per page
2. Excessive noise will be met with a polite request for you to leave the library.

Circulation of Library Material
Students must present their ID/Library Card to check out any item from the Library, including all items on Course Reserve. The Student is responsible for all items charged to their account.

- Students may have no more than 15 items charged to their account.
- Books: 4 weeks
- Magazines: Periodicals do not circulate
- Materials may be renewed twice.
- Reference Materials may not leave the Library.

Overdue Fines / Fees
Employees and students alike are subject to the same fee structure.

- $10.00 per item fee if item is overdue 28 days
- Reserve fines: $1.00 per day
- Lost items: Replacement price of item + $10.00 per item fee

Renewals

- Students can renew all regularly circulating items two times.
    - Course Reserves are ineligible for renewal.
- Faculty, Administration, and Staff patrons can renew all regularly circulating items four times (each renewal extends the due date twenty-eight days).

<u>To renew an item, a patron has three options:</u>

1) An item may be renewed at the library's Circulation Desk.
2) An item may be renewed over the phone by calling (217) 786-2354.
3) An item may be renewed online; this service applies to both LLCC and I-Share material.
    a) On the library's web page, select the link titled "LLCC Online Catalog".
    b) Click on the button titled "Renew Books/My Account".
    c) You must enter your Library Borrower ID (the number underneath the barcode on the back of your Student ID) and your last name.
    d) Once logged into your account, select the books you wish to renew and then click on the button entitled "Renew Selected Items".
    e) The system will generate a new due date.

Interlibrary Loan Service
Through I-Share, LLCC Library Patrons have direct access to 71 other academic libraries in Illinois. LLCC can also make requests to libraries worldwide. For further information, please contact Scott Ebbing by phoning the Library's Main Line (217-786-2354) or his personal line (217-786-2358).

Student ID / Library Cards
Students may obtain an ID/Library Card by presenting a photo ID and a current class schedule at the Library Circulation Desk. The Library makes IDs anytime during regular operating hours.

- Good for a three year period
- $10.00 replacement fee, regardless of circumstance
- The Student is responsible for all items charged to their ID/Library Card.
- Students should alert library to any changes in their name or address or report if their card is lost, missing, or stolen.

Faculty, Administration, and Staff ID / Library Cards
Lincoln Land Community College Employees may obtain an ID/Library card by presenting a photo ID at the Library Circulation Desk. The Library makes IDs anytime during regular operating hours. Employees may use the card to check out items from the Library's collection, which include the following items:

- Books (circulation period of 28 days, with four sequential renewals for an additional 112 days),
- CDs, DVDs, VHS tapes (circulation period of one week, with one renewal for an additional week).
- If you need an item longer than the assigned period, please speak with a member of the Circulation Staff in order to make appropriate arrangements.