



ORANGE COAST COLLEGE LIBRARY

<http://www.orangecoastcollege.edu/academics/library>

[To access the electronic resources from off-campus, log into MyOCC and click on the link titled "Periodicals and Electronic Resources"]

LIBRARY HOURS (Fall 2009) / ASK A LIBRARIAN (714) 432-5900

Online Reference Help: http://www.orangecoastcollege.edu/academics/library/ask_a_librarian

Monday through Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday (sponsored by Friends of the Library)	10:00 a.m. - 3:00 p.m.

CIRCULATION POLICIES (714) 432-5705

Circulating Books, Audio Books, and ESL Materials:

- Student Photo ID *REQUIRED* and students must be enrolled in current semester or session
- Resident card available for \$20.00/year
- Patrons may check out a total of ten items
- Materials circulate for three weeks, though all items are due by the end of the semester or session
- One renewal per item for an additional three weeks, if no hold; renew *before* or *on* the due date

Reference Material, Magazines, Journals, and Newspapers:

- May not be checked out
- Photocopiers available (\$0.10 per copy)

Reserve Materials:

- Circulation reserves are available to OCC students and instructors *ONLY*; Student Photo ID required
- A total of two items may be checked out at one time
- Textbooks and most reserves are checked out for two hours and *must stay in the library!* Reserve materials that are removed from the library are immediately subject to fines and replacement costs.
- Photocopiers available (\$0.10 per copy)

Media Materials:

- Student Photo ID *REQUIRED*; a film card is required for Film 100 and Film 104 media items
- Patrons may check out a total of two circulating media items only, for two days only
- Media items may not be renewed or placed on hold
- Circulation period varies for media reserves

Library Materials Fines and Replacement Policy:

- The library charges fines for EVERY day an item is overdue including days the library is closed
- Library materials can be returned in bins located in front of the library building and in parking lot E
- Regular circulating books, audio books, and ESL materials are \$0.25 per day *per item*; reserve materials are \$0.50 *per hour*; and media items are \$2.00 per day *per item*
- Replacement of a lost item includes the cost of the item plus a fine (\$10.00 maximum) and a \$15.00 processing fee *per item*
- Students who do not return library materials or pay overdue fines in a timely manner may have a hold placed on their student records; accounts not settled within a reasonable time may be sent to a collection agency. Collection fees will be added to the overdue or replacement cost.