

## Borrowing Policies

COS students can borrow materials using their Student ID card or another valid form of photo identification and their Banner ID.

	Students	Faculty and Staff
<b>Books</b>	3 weeks	End of academic semester
<b>Course Reserves (Textbooks)</b>	2 hours* or 48 hours	48 hours
<b>Laptops &amp; Hotspots</b>	48 hours	N/A
<b>Group Study Rooms (Visalia LRC)</b>	2 hours	As requested
<b>Periodicals</b>	2 hours*	As requested
<b>Maximum number of items on loan</b>	<b>4 items</b>	<b>10 items</b>

\*Items must remain in the library.

### Renewals

Books in the general collection may be renewed for an additional 3 weeks (2 renewals maximum). Book renewals may be done in person, online or by phone (559) 730-3825. Course Reserve items must be renewed in person.

### Overdue Fines and Replacement Fees

Students will be unable to borrow materials if they have overdue items or fines of \$10.00 or more on their library account.

Students with items more than 2 or 3 weeks overdue will have replacement and a non-refundable processing fee added to their campus account. This fee may create a hold on their account, which will prevent them from registering for classes and obtaining transcripts until the item is returned or the fees are paid.

	Overdue Fines	Replacement Fees
<b>Books</b>	No overdue fines	<b>At 3 weeks overdue:</b> Cost of the item + \$7 non-refundable processing fee
<b>Course Reserves</b>	\$0.50 per hour	<b>At 2 weeks overdue:</b> Cost of the item + \$7 non-refundable processing fee
<b>Laptops &amp; Hotspots</b>	\$0.50 per hour	<b>At 2 weeks overdue:</b> Cost of the item + \$7 non-refundable processing fee
<b>Group Study Rooms (Visalia LRC)</b>	\$0.50 per hour	N/A

### Damaged Items

LRC staff will assess any damaged items and if the item is unusable, the students may be charged for a replacement.

The borrower is responsible for all items checked out from the LRC and any damage, loss or overdue fines associated with those items. If an item is lost or stolen while on loan, please contact the LRC immediately.

For further information, contact the Library/LRC at (559) 730-3825 or [library@cos.edu](mailto:library@cos.edu).