

## Borrowing Policies

Currently enrolled 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 &amp; Media</b>	1 semester	1 semester
<b>Textbook Reserves</b>	2 hours* or 1 semester	As requested
<b>Technology (Laptops, Hotspots, Mice, Webcams, etc.)</b>	1 semester	1 semester (Dean approval required)
<b>Anatomical Models</b>	2 hours*	As requested
<b>Periodicals</b>	2 hours*	As requested
<b>Maximum number of items on loan</b>	<b>10 items</b>	<b>10 items</b>

\*Items must remain in the library.

### Renewals

Books and media in the general collection may be renewed in person, online ([My Library Account - OneSearch](#)) or by phone (559) 730-3825. Textbook Reserves and Technology can be renewed by request only.

### 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 &amp; Media</b>	No overdue fines	<b>At 3 weeks overdue:</b> Cost of the item + \$7 non-refundable processing fee
<b>Textbook Reserves</b>	Semester loan: No overdue fines 2-hour loan: \$0.50 per hour	<b>At 2 weeks overdue:</b> Cost of the item + \$7 non-refundable processing fee
<b>Technology</b>	No overdue fines	<b>At 2 weeks overdue:</b> Cost of the item + \$7 non-refundable processing fee

### Damaged Items

Library 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 Library/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 Library/LRC immediately.

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