



Daley College Library Circulation Policies

Loan Periods

Most library materials are loaned for two weeks. All students and staff are allowed a total of five circulating materials at one time. If more items are needed, please speak with a librarian.

Books can be renewed at the Circulation Desk, Reference Desk, by phone, or online through Primo (unless it is placed “on hold” by another user). Magazines and journals can be checked out for one week, except for the current issues. Any issues besides the current issue are available at the circulation desk.

Regardless of the check-out date, all items are due back on the last day of the semester. Library items are not loaned in between semesters.

Material Type	Item Limit	Loan Period	Overdue Fine	Faculty Rules
Circulating book	5 total circulating items	2 weeks, unlimited renewals	\$.25 per day (\$5.00 max per book)	4 weeks
Circulating Periodicals (not current issue)	5 total circulating items	1 week, no renewals	\$.25 per day (\$3.00 max)	1 week
Reserve Book	1 reserve item in addition to 5 circulating books	2 hours	\$.25 per hour (\$5.00 max per book)	
Inter-library Loan	5 total circulating items	2 weeks, must speak with librarian for renewal	\$.25 per day (\$5.00 max per day)	
Graphing Calculator	1 calculator in addition to 5 circulating materials	End of the current day	\$.25 per hour	
A/V Material	1, in addition to 5 circulating materials	End of current day	\$.25 per hour	

Placing Holds

Holds can be placed on items through online, through Primo, the library’s search tool, by logging in with a username and password. Librarians can assist if help is needed.

Returning Library Materials

Materials checked out through the Daley College Library can be returned at any City College library, through the book drop or by handing it to staff at the circulation desk. Late materials will accrue fines.

Fines/Fees

Fines are charged only if materials are returned late. The maximum fine a student will be charged is \$5.00 per book, regardless of how long the book is overdue. After reaching a \$25.00 late fine, students will no longer be able to borrow items from the library. Failure to pay fines/fees two weeks before the semester ends will result in the student's account being placed on hold. The circulation staff will give invoices to students as late fines accumulate and students must pay fines in the business office, and return with paid receipt to library.

Lost Items

Patrons will be assessed a fee for replacement or repair of lost or damaged materials they have checked out. The Library will not hold patrons responsible for items lost or damaged in fire, flood or by theft when documented by a police or insurance report. If an item is lost, the patron will be required to pay for the library material plus a \$20.00 processing fee. Once paid for, the item belongs to the patron. The circulation staff will provide an invoice with the dollar amount to the student, which needs to be paid in the business office. Student must return to library with receipt of payment.