

LIBRARY BORROWING POLICIES for STUDENTS

Welcome to the Schauerman Library. Your El Camino College photo ID serves as your library card and entitles you to borrow materials each semester you are a registered student. Note that the card also serves as a debit card for printing and photocopy services in the library.

Listed below are some general library guidelines:

- Do not discard your ID card at the end of a semester. These cards are renewable. You may reactivate your card for the new semester at the Circulation Desk.
- Books circulate for three weeks and may be renewed one time for another three weeks. After one renewal books must be returned to the library shelves for at least one day.
- Books may not be renewed if needed by another patron.
- During regular library business hours you may renew books in-person at the Circulation Desk or by calling the Desk at (310) 660-3519. You may also renew online 24/7 via the Library's webpage and the Millennium catalog (<http://ecclib.elcamino.edu>).
- You may check out 5 books per day, with a maximum of 10 books per patron
- Report lost ID cards immediately. You are liable for all materials checked out with your photo ID.
- All materials must be returned on or before the due date indicated on the Date Due slip. Borrowers are not exempt from overdue penalties because of a failure to receive a notice from the library. All notices are sent to the addresses listed with the Admissions Office.
- All material lost or damaged must be paid for or replaced by the borrower.
- Borrowing privileges will be revoked if abused.
- Reserve materials are checked out for limited times. A current ECC photo ID is required for use of Reserve materials. Reference books and periodicals do not circulate.
- Overdue Fines/Lost books (General Collection): There is a fine of \$0.25 a day for overdue General Collection materials. Lost materials are charged at the rate of the cost of the material plus a \$10.00 processing fee per item.
- Overdue Fines (Reserve/Textbook Collection): Failure to return Reserve materials within the allowed period will result in a \$0.25/hour fine.
- Suspension of borrowing privileges starts immediately after a patron owes the library \$10 or more. The Library offers a grace period for overdue materials and will not send delinquent patron records to the Cashier if the patron's overdue record is below \$10.

Phone Numbers

Circulation Department (310) 660-3519

Reference Desk: (310) 660-6483

Periodicals/Reserve Department: (310) 660-3593 x 3528