

INSTRUCTIONS FOR FLS STUDENTS USING CITRUS COLLEGE LIBRARY

Library Website: <http://www.citruscollege.edu/library>

- I. As an FLS student, you will be permitted to check out materials from the Citrus College Library only after you have been issued a Citrus College Photo ID card by a staff member.

In order to receive a library card, you must pick up a form at the Citrus Library Circulation Desk. Please complete this form and obtain the signature of your FLS administrator to ensure the speedy return of library items.

- A. The library card is valid for one FLS term.
 - B. A new application form showing proof of enrollment must be signed each FLS term.
 - C. Your Citrus College Photo ID card must both be shown when materials are checked out.
- II. The Citrus College Librarian reserves the right to limit the circulation of materials in a subject area. The following books **may not** be checked out by FLS students, but may be used in the library:
 - A. Books in the 800's that are being used by English 101 classes.
- III. Fines will be charged for library materials that are returned late.
 - A. Library items may be renewed online via the library website.
 - B. A charge of 25¢ per day per item will be made for materials returned late.
 - C. A charge of \$1.00 per day per item will be made for videos and DVDs returned late.
 - D. The charge for lost or damaged materials will be the current replacement cost (including binding), plus a \$10.00 processing fee, and any accrued fines.
- IV. Citrus College Standards of Conduct will apply to you while in the library.

If you have any questions about this agreement, please contact the Citrus Library Reference Desk:
(626) 914-8644 library@citruscollege.edu

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