

CCMS Library Policies

Hours:

Monday – Friday

7:45-3:15

Books:

Students may check out 3 books at a time for 2 weeks.

Returns:

Students may return a book by placing it in the drop box or handing it to a librarian.

Overdue Fines:

The fine on books is \$.05 a day per item. Please pay fines in the library. If you have a fine of \$1.00 or more, you will not be able to check out a book.

Student Responsibility:

Students are responsible for all materials checked out through the library. Students will need to pay the replacement cost for lost or damaged items. A student may replace a lost book with the same book he/she purchases. The book must be new or in good condition.

Renewals:

Materials can be renewed with or without the book present. Items on hold for someone else may not be renewed.

Holds:

Students may put a book on hold that is currently checked out. When the book comes in, it will be checked out to the student who placed the hold, sent to the office, and the student will be called to the office to pick it up.