

von Riesen Library Policies

McCook Community College – A Division of Mid-Plains Community College

Updated January 8, 2010

- Students, staff, faculty and area residents are eligible for borrowing privileges. By checking out materials, each individual agrees to be financially responsible for all materials/equipment borrowed under his/her name. **A student ID card is required for students to check out library materials and laptops.**
- Computers in the library are provided for Mid-Plains students. Only Mid-Plains students can check out laptop computers. Access to use the desktop computers may be granted to other patrons based on availability. Non-students are asked to be considerate and limit their time on the computers to short durations and may be asked to relinquish a computer if a student needs one.
- Laptops check out for in-library use only. When you check out a laptop, you agree to pay the replacement cost of any lost or stolen computer and/or accessory. Never leave a laptop unattended; you will be held responsible for it if it is stolen. If a computer, AC adapter, or other components are not returned that will constitute theft of college property. Laptops may only be used on the library's main floor and cannot be taken downstairs.
- For most patrons, books check out for 30 days and magazines check out for 14 days; DVDs check out for 2 days and reference materials do not circulate. Faculty and staff members have extended borrowing privileges for library materials.
- Overdue fines: A \$1.00 per day fine will be assessed for DVDs or interlibrary loan items that become overdue. Fines will accumulate to a maximum of \$10.00 per item. Overdue fines are not assessed on books or magazines that become overdue.
- Persons with overdue materials and/or unpaid fines may forfeit their borrowing privileges and students may have a hold placed on his/her student record until the matter is resolved.
- Lost or damaged materials: The cost of the item, plus a \$5.00 non-refundable processing fee will be assessed for items that are lost or damaged. Exception: The cost for lost or damaged interlibrary loan materials will be determined by the lending library. If a lost item is recovered and/or returned in satisfactory condition, a refund may be made for the cost of the material.
- To better ensure an atmosphere conducive to study, the library requests that people are courteous of others and ask that cell phone calls are made and/or taken outside. Please be considerate and put your cell phones on vibrate or silent while in the library.