

Reserve Materials

Reserve materials can be checked out at the Circulation Counter by students enrolled in the current semester who have a valid EVC or SJCC Student ID card.

Most reserve materials belong to instructors, and the loan period is established by them.

Check-out periods range from 2 hours to 1 week and semester for Special Programs

Fines for Overdue Reserve Materials:

- 2-hour, overnight, and 24-hour are \$.50/hour, per item.
- 1 day, 3 days, week, and semester are \$1 a day per item.

Replacement of Lost or Damaged Reserve Materials:

- Replacement of instructor's personal copies will only be accepted at the discretion of the Instructor.
- Replacement of reserve items that are owned by the library will be accepted at the discretion of the Technical Service Librarian.
- The student is still responsible for any fines due and a non-refundable processing fee.

Refunds for Replacement of Reserve Materials:

- Refund for replacement of instructor's personal copies is at the discretion of the instructor.
- Refund for replacement of reserve items owned by the library is at the discretion of the Circulation Librarian.
- Overdue fines and any processing fees are non-refundable.

Replacement Costs

The library bases its replacement charges on the current market price of an item.

Information for Instructors:

- Infrequently used reserve items owned by library will be removed from reserve collection and returned to the general collection after one year.
- Infrequently used items that belong to instructors will be returned to the instructor after one year.
- The library is not responsible for theft or damage to instructors' materials.