



Library Policies

Loan Periods

- Books from the regular collection ? 4 weeks
- Books from the popular collection ? 2 weeks
- Videotapes/DVDs ? Library use or 1 week
- Magazines, journals ? Overnight
- Reference books - Library use only
- Course Reserve Materials ? Loan periods are set by instructors and vary: library use, 1 day, 2 days, 1 week

Renewals

- Books may be renewed 1 time
- Magazines may be renewed 1 time
- Videotapes/DVDs may **not** be renewed
- Reserve materials may **not** be renewed
- Materials with holds on them may **not** be renewed.
- Overdue materials may **not** be renewed.

Replacement Fees

Actual replacement costs are charged for lost or damaged items. The replacement fee for out-of-print books is \$50.00. The replacement fee for videotapes and DVDs that are no longer in production is \$100.00.

If materials are found after they've been paid for, the borrower must present the material and the receipt to the library. The Business Office will be notified to request reimbursement from the Virginia State Treasurer. Payments for lost materials are non-refundable after 30 days.

Unpaid Bills

Students who owe money to the library for unreturned materials will have their grades blocked and will not receive transcripts. Students will not be permitted to register for classes or check out additional library materials until they have met all financial obligations to the library.

Community patrons will not be permitted to check out additional library materials until all materials are returned and all financial obligations are paid.

***Note:** Invoices for unreturned materials are turned over to the Business Office for collection through the Set-Off Debt Collection Program of the Virginia Department of Taxation.*

Interlibrary Loan Services

Books and periodical articles which are not available in the WCC library may often be borrowed from another library for students and faculty to use. This service is only available to currently enrolled students, faculty, and staff. Community patrons should request interlibrary loan services at their local public library.

Printing

Students can print up to 10 college-related page (double-sided) free per visit. Non college-related printing is set at \$.10 per page. All other computer, copy, and microfilm prints are \$.10 per page.

Patron Conduct

The library provides a quiet atmosphere for study and research. A group study room is provided for students who need to work together. Cell phone use is prohibited in the library. Upon entering the library, cell phones should be set to low volume or to non-audible signals. Those who fail to comply with this policy may be asked to leave the library.

Computer Use Policy

The primary purpose of the library's public access computers is for academic research and /or study using the library's electronic databases, the library catalog and Microsoft Office applications. First priority will be given to WCC students needing computer access. All users are responsible for using the Internet in an ethical and lawful manner as noted in the [VCCS Student/Patron Acceptable Use Policy](#).

