

| | FACULTY, incl. Adjuncts (<i>in senesters when teaching</i>) | CIIS STUDENTS (currently registered, includes cert & special programs) | CIIS DISTANCE STUDENTS (outside 6 Bay area counties) | CIIS STAFF | VALID NCCPL BORROWERS CARD | CIIS ALUMNI MEMBERS / FoL MEMBERS |
|---|---|---|---|---|---|---|
| Books - loan period | 4 weeks | 4 weeks | 4 weeks | 4 weeks | 4 weeks | 4 weeks |
| Renewals for books | Twice for 4 week periods (12 week total) | Twice for 4 week periods (12 week total) | Twice for 4 week periods (12 week total) | Twice for 4 week periods (12 week total) | None | Twice for 4 week periods (12 week total) |
| Dissertations - loan period | 4 weeks (2 renewals) | 4 weeks (2 renewals) | 4 weeks (2 renewals) | 4 weeks (2 renewals) | 4 weeks (no renewals) | 4 weeks (2 renewals) |
| Overdue fines | \$.20 per day, max. \$50/item | \$.20 per day, max. \$50/item | \$.20 per day, max. \$50/item | \$.20 per day, max. \$50/item | \$.20 per day, max. \$50/item | \$.20 per day, max. \$50/item |
| Audios, Videos – loan period | 1 week; 1 renewal (2 weeks max.) | 1 week; 1 renewal (2 weeks max.) | 3 weeks; no renewals | 1 week; 1 renewal (2 weeks max.) | 1 week; no renewals | 1 week; no renewals |
| Audios, Videos - overdue fines | \$2.00 per day, flat fee | \$2.00 per day, flat fee | \$2.00 per day, flat fee | \$2.00 per day, flat fee | \$2.00 per day, flat fee | \$2.00 per day, flat fee |
| Reserves - loan period | 1 week; 5 items max; no renewals | In library only – 2 hr loans with 2 item max; items borrowed within last two hours are due at closing. | N/A | In library only – 2 hr loans with 2 item max; items borrowed within last two hours are due at closing. | N/A | N/A |
| Reserves - Overdue fines | \$2.00 per day, flat fee | \$0.50 per 2 hour period | N/A | \$0.50 per 2 hour period | N/A | N/A |
| How many items checked out? | 20 total at any one time | 20 total at any one time | 20 total at any one time | 20 total at any one time | 6 total at any one time | 6 total at any one time |
| Replacement fees | \$70 per lost item (\$150 A/V); if patron replaces within semester, \$10 processing fee | \$70 per lost item (\$150 A/V); if patron replaces within semester, \$10 processing fee | \$70 per lost item (\$150 A/V); if patron replaces within semester, \$10 processing fee | \$70 per lost item (\$150 A/V); if patron replaces within semester, \$10 processing fee | \$70 per lost item (\$150 A/V); if patron replaces within semester, \$10 processing fee | \$70 per lost item (\$150 A/V); if patron replaces within semester, \$10 processing fee |
| Repairable Damaged items | \$25 per item | \$25 per item | \$25 per item | \$25 per item | \$25 per item | \$25 per item |
| Interlibrary loan | Eligible. <i>Patron pays</i> any lending fees. | Eligible. <i>Patron pays</i> any lending fees. | Limited (articles & book chapters only) w/ credit card data on file; <i>patron pays</i> any fees. | Eligible. <i>Patron pays</i> any lending fees. | No ILL privileges; refer to own school library. | No ILL privileges; refer to public library. |
| Holds | Yes (except not on Reserve materials) | Yes (except not on Reserve materials) | Yes (except not on Reserve materials) | Yes (except not on Reserve materials) | NO | NO |
| Off campus access to paid online sources | Yes | Yes | Yes | Yes | NO | Yes, Alumni Members NO, FoL Members (campus access only) |

*The Library may recall items before their due date for course reserves or course preparation purposes.