

CIIS LIBRARY

PRIVILEGES MATRIX

	FACULTY, incl. Adjuncts <i>(in senesters when teaching)</i>	CIIS & ACTCM STUDENTS (currently registered, includes cert & special programs)	CIIS & ACTCM DISTANCE STUDENTS (outside 6 Bay area counties)	CIIS & ACTCM STAFF	VALID NCCPL BORROWERS CARD	CIIS & ACTCM 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)	In library use only	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.)	In library use only	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	N/A	\$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 *system defaults \$70	Actual replacement cost; \$10 processing fee	Actual replacement cost; \$10 processing fee	Actual replacement cost; \$10 processing fee	Actual replacement cost; \$10 processing fee	Actual replacement cost; \$10 processing fee	Actual replacement cost; \$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.