

	FACULTY incl. Adjuncts (in semesters when teaching)	CIIS STUDENTS * (currently registered only)	CIIS DISTANCE STUDENTS (outside 6 Bay area counties)	CIIS STAFF	VALID NCCPL BORROWERS CARD	CIIS ALUMNAE/I 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; 1renewal (2 weeks max.)	1 week; 1renewal (2 weeks max.)	3 weeks; no renewals	1 week; 1renewal (2 weeks max.)	1 week; no renewals	1 week; no renewals
Reserves - loan period	2 hours when the Library is open; Overnight within 2 hours of closing (due back within 2 hours of opening)	2 hours when the Library is open; Overnight within 2 hours of closing (due back within 2 hours of opening)	N/A	2 hours when the Library is open; Overnight within 2 hours of closing (due back within 2 hours of opening)	In-Library use only	In-Library use only
Reserves, Audios, Videos - overdue fines	\$2.00 per day, flat fee	\$2.00 per day, flat fee	\$2.00 per day, flat fee (A/V only); Reserves N/A	\$2.00 per day, flat fee	\$2.00 per day, flat fee (A/V only); Reserves N/A	\$2.00 per day, flat fee (A/V only); Reserves 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 for Lost / Un- repairable Damaged items	\$70 per lost / damaged item (\$150 A/V); if patron replaces within semester, \$10 processing fee	\$70 per lost / damaged item (\$150 A/V); if patron replaces within semester, \$10 processing fee	\$70 per lost / damaged item (\$150 A/V); if patron replaces within semester, \$10 processing fee	\$70 per lost /damaged item (\$150 A/V); if patron replaces within semester, \$10 processing fee	\$70 per lost / damaged item (\$150 A/V); if patron replaces within semester, \$10 processing fee	\$70 per lost / damaged 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.
Recalls	Yes	Yes	NO	NO	NO	NO
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, Assoc. Members (on-campus access only)

* Students in CIIS Certificate Programs / Special Programs have the same privileges as other CIIS students