Loan Policy, QCC Faculty and Staff

1. Materials which can be borrowed
   - Circulating books
   - Reference books and periodicals do not normally leave the library but, by special arrangement with a reference librarian, faculty may remove reference books or periodicals (popular magazines, professional journals, newspapers) for two hours in order to make photocopies.
   - Faculty may check videos out of the Library for the purpose of previewing (24 hours) and showing the video in a QCC class (one week).
   - Videos placed on reserve may not be checked out of the building except by the faculty member who placed them on reserve. Videos shared by multiple faculty may be checked out of the building for same day use. Circulation staff need to clear exceptions in advance with all faculty involved.

2. Borrowing privileges
   - QCC faculty and staff must present a valid QCC identification card or other proper employee identification
   - QCC faculty and staff should not let another individual check out materials using his/her identification. If materials are lost or damaged, the person to whom the book was checked out will be responsible for replacement charges.

3. Borrowing period for books
   - QCC Faculty may check out circulating books for one semester with one renewal of one semester.
   - QCC Staff may check out circulating books for three weeks with one three week renewal.
   - All books will be returned to the QCC Library each year by the May graduation date. Books that are still needed can be checked out again at that time.
   - Books are subject to recall if needed by a QCC student or another faculty member.
   - Departing faculty and staff are expected to return all library materials, including interlibrary loans, on or before their final day of employment.

4. Borrowing limits
   - QCC Faculty may check out a total of 10 books at one time.
   - QCC Staff may check out a total of 7 books at one time.
   - Given the size of our collection, consideration of the needs of others for books on the same subject will be appreciated.
   - No books may be checked out if the borrower's account is overdue or delinquent.