

Circulation Policies for Students

Borrowing

Students may check out materials from any Jefferson State campus library by presenting a current Jefferson State student ID or proof of enrollment [J number]. Items may be returned to any campus library.

Students may borrow materials for up to 20 days; due dates for materials will be stamped on the date-due slip in the pocket of the book. No more than seven items on a single subject may be borrowed at one time without special permission.

Items that do not circulate [reference, audio-visual] may be used in the libraries. Equipment is available at each location for the viewing/listening of AV material. Copiers are available for student use in each library.

Items may be renewed one time as long as the item is not overdue. Items not overdue may be renewed in person or online. Please note that students will need their **J Number** and **Personal Identification Number** as supplied by the library in order to access this service. PIN notices are distributed periodically throughout the academic year via email. If you have forgotten your PIN, please contact us at reference@jeffstateonline.com.

Reserves

Instructors may place materials for their classes on reserve in the Learning Resource Centers. Students should ask for these materials at the Circulation Desk. There are three types of reserve: library use only; two-day reserve; and one-week reserve.

Overdue materials

Overdue notices are distributed via email once per week. A fine of ten cents per day is charged on each overdue item. Special fines are charged for overdue reserve items. Charges for lost items are based on the cost of replacement.

Holds are placed on student accounts when our materials are not returned. Please make every effort to return your materials to the library.

Cooperative Borrowing Agreement

Library privileges are extended to Jefferson State students at other colleges. Institutions participating in the Cooperative Borrowing Agreement are: University of Alabama at Birmingham; Lawson State Community College; Birmingham Southern College; and Miles College. Jefferson State students must present a valid Jefferson State student ID at participating libraries in order to borrow materials. Students are subject to the policies and procedures of those participating institutions and holds will be placed on student records for fines and overdue materials incurred at those participating institutions.