Library Circulation Policy
Publication

CHECKING OUT PUBLICATIONS

CCMS students, faculty, and staff may check out catalogued lending publications from the CCMS library. Alumni and visitors may utilize library resources on-site, but are limited to use of materials on-site only. Library and support staff are available during normal hours of operation Monday through Friday 8:00 am to 4:00 pm to assist students and faculty with checking out circulation materials and use of reference materials. Note that not all items in the collection are permitted to circulate. See Circulation Cheat Sheet on our website::
https://www.ccms.edu/about-ccms/library/circulation-policy/

RETURNING ITEMS

Items are due on their due date. Items can be given directly to the Library or support staff or may be place in the secure library return bin. All library materials in a student’s possession is to be returned prior to completion of, or withdrawal from, an academic program as seen in the Graduation Requirements policy. Students are responsible for the replacement cost for lost and non-returned library publications and resources.

RENEWING ITEMS

Students may renew items using the Populi Student Learning Management System in the library catalogue or by contacting the Library or support staff. Not all items may be renewed, including items on which there is a hold. After a student has renewed an item the maximum number of times allowed, the item must be entered back into circulation for a period of at least 1 day before it can be checked out again by the same student. See Circulation Cheat Sheet at https://www.ccms.edu/about-ccms/library/circulation-policy/

PLACING ITEMS ON HOLD

Some items may be placed on hold (reserve). Students can place a hold via Populi or by contacting the Library Director. See Circulation Cheat Sheet https://www.ccms.edu/about-ccms/library/circulation-policy/

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LATE ITEMS
There are no late fees for items returned after the due date. However, items should be returned in a timely manner in order to avoid being marked “lost” – see below.

LOST ITEMS

Items not returned in a reasonable amount of time are automatically marked lost in Populi and are charged to the student’s account. The cost will be determined by a number of factors, including current retail price, historic value, etc. See Circulation Cheat Sheet for information on when an item is considered “lost” https://www.ccms.edu/about-ccms/library/circulation-policy/

DAMAGED ITEMS

If a student returns an item that is damaged beyond the reasonable wear and tear expected of circulating materials, the student will be charged the replacement cost. The cost will be determined by a number of factors, including current retail price, historic value, etc.