

# TOP 10 THINGS THAT ARE BAFFLING ABOUT BRAZOSPORT COLLEGE LIBRARY

10. I came to return some books, but you were closed, so I left them outside the door. Did you get them?

There are two bookdrops in which you can return books on or before the day they are due. One is located at the front entrance and one at the back entrance near the gym.

9. I cannot find this book -- it's not where I put it yesterday.

We'd rather you didn't reshelv the materials you use. We keep statistics on what is used, and our student assistants are paid to shelve books so you won't have to. Please leave them on book carts located throughout the library.

8. I spilled my drink, do you have any paper towels?

NO food, drink, or tobacco products are allowed in the Library at any time.

7. I have overdue books, but I need to register today -- can I just bring the books to you tomorrow?

Any patron with fines, charges, or late books cannot register for classes, obtain grades or transcripts, or check out any additional items until the problem is resolved. Come to the library **before** registration if you know you have a problem.

6. Nobody told me what the fines were, so why should I have to pay them?

<u>TYPE OF BOOK</u>	<u>FINE</u>
Regular Circulating, Oversize, or New Book Collection	25¢ per day
Best-Seller Collection	50¢ per day
Reserve Collection	\$3.00 per day
Distance Learning Videos	\$3.00 per day
Audio Collection	\$3.00 per day <b>per CD</b>

## MAXIMUM FINES

\$10.00 per book in Circulating, Oversize, New Book, Best-Seller and Audio Collections  
\$40.00 per Distance Learning Video and Reserve Collection Item

5. I let a friend check out a book on my card. It's not my fault he hasn't returned it on time. Why can't I check out any other books?

Anything checked out on your card is your responsibility. If you lose a book, you will have to pay for a replacement copy, a processing fee & the fines. Please declare books lost as soon as possible to stop the fines from escalating.

4. I have a major research paper due, and I need 14 books on Steinbeck. Can I check-out 5 Reference books also, and can you show me some magazine articles -- I need to check them out, too....

Students are limited to 6 items checked out at any one time. Reference books and magazines are not available for check-out. You may make copies of any pages that you need. Other limits are as follows:

Audio	2 music CDs at a time
Best-Sellers	2 books at a time
Reserve Collection	2 items at a time

Most books may be checked out for 2 weeks. If a hold has not been placed on the book, you may renew it for an additional 2 weeks by coming by the library or calling the library circulation desk at 230-3310, on or before the day the book is due. Books may be renewed twice, then they must be returned to the library. If a "HOLD" has been placed on the book (another student has requested the book), it can not be renewed. Only books from the Circulating, New Book and Oversize collections may be renewed.

Best-Sellers and Reserves may not be renewed.

3. We came here Friday afternoon to use the Library, but no one was here. Was it a holiday for you guys?

**LIBRARY HOURS**

7:30am - 9:30pm	Monday - Thursday
7:30am - Noon	Friday

Closed Saturday & Sundays

2. I don't have my card, but I need these books for my class in 5 minutes.

**YOU MUST HAVE YOUR ID/LIBRARY CARD TO CHECK OUT ANY LIBRARY ITEMS.**

***YOU MUST HAVE SOME FORM OF I.D. TO USE ROOM RESERVE MATERIALS (NEWSPAPERS, TEACHER RESERVES, ETC.).***

1. What card?????????

After paying tuition and registration fees, please bring your green receipt to the library to get a Student ID/Library card or to have your current card updated. If you do not receive/update your card at this time, please come to the library at your first convenience WITH YOUR GREEN RECEIPT. You will be issued a new card every 3 years. If the card is lost, stolen or damaged beyond use prior to expiration, replacement cards will be issued with a \$20.00 fee. If the card is lost or stolen, please notify the library as soon as possible.