

# Circulation Policies: Borrowing Library Materials

The Circulation Desk is the primary point of service for the following library services:

- Material check-out, renewal, and returns.
- Patrons holds (for materials currently checked out) and missing holds (for unlocated materials).
- Copy machine services.
- Access to reserve materials: for more information see [Reserve Materials](#)
- Directions and referral.
- Library lost and found.
- Interlibrary Loan and Prospector pickup.
- Payment center for overdue materials.
- Library registration.
- Request searches for books or other material not found on the shelf and not checked out.

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**WHO CAN BORROW:** Fort Lewis College students, faculty, and staff, Colorado and Four Corner Region residents (18 years and over), Durango High School students, and other students registered at Colorado institutions of higher learning may check out library materials. Durango High School students must present their valid DHS ID and all non- FLC borrowers must provide their driver's license in order to register for checkout privileges. Parents may add their children, who are under 18, to their FLC library card in order that their children may checkout materials. All patrons must present a current Fort Lewis ID or Fort Lewis Library card in order to check out library materials.

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**LOAN PERIODS AND RENEWALS:** FLC students, local patrons, and DHS students may check out **books** for a three-week period. **Videos** check out for one day only. Faculty and staff have a seven-day **video** check-out and may check out **books** until May 15 of the current academic year; however, all items checked out by faculty and staff are subject to recall. Current borrowers are given 21 days before a recall due date is applied, and then an email notice is sent to the original borrower with the new due date. When the item is returned, a notice is sent to the requesting patron notifying them that the item is on hold in the library for them. Borrowed material may be renewed in person, by telephone (247-7270), or through ["My Catalog"](#).

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## **FINES AND LOST MATERIALS:**

**JOHN F. REED LIBRARY MATERIALS:** If FLC materials are not returned on time, a \$5.00 fine is charged for all materials (except Reserves). The fine for Reserves is \$1.00 per hour, per item, up to \$15.00. Items not returned will be billed at \$100.00 (or more) and unpaid accounts will be sent to Collections. The Library will accept the return of /or payment for "lost/replacement" items up until an account is sent to Collections. However, once the Library has sent an account to Collections, refunds will not be made for returned "lost/replacement" items. Past due accounts are sent to Collections at the end of every semester. If payment has been made to the Library for a lost item prior to being sent to Collections and a patron later finds the item, the Library will make refunds for up to six months.

**PROSPECTOR AND INTERLIBRARY LOAN MATERIALS:** Registered patrons in good standing may order materials through [Prospector](#) and [Interlibrary Loan](#). Visit these web pages for information and policies regarding these services. Fines are charged for overdue materials borrowed through Prospector and Interlibrary Loan (ILL). Overdue Prospector books are \$5.00; Prospector items not returned will be billed at \$100.00 per item. Overdue Interlibrary Loan items are \$7.00 and if not returned will be billed at \$125.00 per item. Unpaid Prospector and ILL accounts are also sent to Collections.

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**RESERVE MATERIALS:** Reserves are items designated by faculty as short-term checkouts. They include books, videos, CDs, and maps. Individual items are listed by Instructor and Course name in the [FLC Catalog](#) accessed from the Library Homepage. Circulation staff will retrieve the materials that are located behind the Circulation Desk. A valid FLC ID must be presented to check out reserves. Each item has a loan period established by the faculty member placing the item on reserve. Loan periods range from one hour to seven days. Photocopied materials are available electronically in the Library catalog.

**CENTER OF SOUTHWEST STUDIES (CSWS) :** Please use the following link <https://swcenter.fortlewis.edu/Research.aspx> to access the Delaney Library at the CSS for information on the policies and procedures.