

## ACC Rio Grande Campus (RGC) Library

Circulation & Desk 223-3067 / Reference Desk 223-3068 / <http://library.austincc.edu>

### ACC Library Circulation Policies for Students

Check-out books at the Circulation Desk with your **ACC I.D.**

No borrower may have more than a total of 10 items checked-out at one time.

A borrower may have only two videos, DVDs, or CDs checked-out at one time.

Various items at RGC do not check-out such as reference collection resources.

MATERIAL	LOAN PERIOD	FINE IF OVERDUE
<b>Books</b>	<b>14 days</b> (TWO renewals if it was not requested by another library user.)	\$0.25 / day / item
<b>Library Media:</b> Videos/ DVDs/ CDs/ Cassettes ( <u>not</u> items from Media Center)	<b>14 days</b> (TWO renewal if it was not requested by another library user.)	\$0.25 / day / item
<b>Laptops</b> are <b>IN-LIBRARY-USE</b> ONLY	<b>3 hours</b> (no renewals, no holds)	\$10.00 / hour
<b>Reserve Items:</b> Includes books, photocopies, cassettes and other media at Reserve)	<b>Varies - See below</b> (no renewals, no holds)	<b>Varies - See below</b>
Reserve - Library Use Only	2 hours	\$1.00 the first hour <i>plus</i> \$0.25 / hour
Reserve - 1-Day	1 day	\$1.00 / day / item
Reserve - 3-Day	3 days	\$1.00 / day / item
Reserve - 7-Day	7 days	\$1.00 / day / item

### RGC Library Quick Bytes...

The **online catalog** lists resources at all ACC branch libraries, including RGC Library resources. The online catalog is accessed at the Library website <http://library.austincc.edu>

**Books and media are shelved** by their Library of Congress "call number". Search the online catalog to get call numbers. An example call number: ML420.N4 T46

**Periodicals (magazines, journals, and newspapers)** are shelved alphabetically by title in the Periodical Room. Examples: "Newsweek" or "Wall Street Journal".

**Online / full-text articles** are accessed through the Library's article databases -- <http://library.austincc.edu>

**Reserve** items are located at the Circulation Desk.

Please see the Reference Librarian for assistance with **delivery** of items to the RGC Library from other ACC libraries.

**Printers & Photocopiers:** Photocopies are 10 cents / page. All RGC Library workstations are networked to printers -- 15 sheets of printing free of charge per day for ACC students and staff, then 10 cents per sheet.

**Reference Librarians!** We're here to help! Ask Librarians for assistance with Library resources and services.