INSTRUCTIONS FOR FLS STUDENTS USING CITRUS COLLEGE LIBRARY

Library Website:  http://www.citruscollege.edu/library

I.  As an FLS student, you will be permitted to check out materials from the Citrus College Library only after you have been issued a Citrus College Photo ID card by a staff member.

In order to receive a library card, you must pick up a form at the Citrus Library Circulation Desk. Please complete this form and obtain the signature of your FLS administrator to ensure the speedy return of library items.

A.  The library card is valid for one FLS term.
B.  A new application form showing proof of enrollment must be signed each FLS term.
C.  Your Citrus College Photo ID card must both be shown when materials are checked out.

II.  The Citrus College Librarian reserves the right to limit the circulation of materials in a subject area. The following books may not be checked out by FLS students, but may be used in the library:

A.  Books in the 800’s that are being used by English 101 classes.

III.  Fines will be charged for library materials that are not returned or returned damaged.

A.  Library items may be renewed online via the library website as long as they are not overdue.
B.  The charge for lost or damaged materials will be the current replacement cost (including binding), plus a $10.00 processing fee, and any accrued fines.

IV.  Citrus College Standards of Conduct will apply to you while in the library.

If you have any questions about this agreement, please contact the Citrus Library Reference Desk: (626) 914-8644 library@citruscollege.edu

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