

INSTRUCTIONS FOR HIGH SCHOOL STUDENTS USING CITRUS COLLEGE LIBRARY

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

- I. As a high school student, you will be permitted to check out materials from the Citrus College Library only after you have been issued a library card by a staff member.

- II. In order to receive a library card, you must obtain a library card application form at the Citrus Library Circulation Desk or from the library website. Please complete this form and obtain the signature of your unit administrator or principal and your high school librarian. TWO SIGNATURES are required.
 - A. The library card is valid for one school year.
 - B. A new application form showing proof of enrollment must be signed each school year.
 - C. Your high school identification card and the library card must both be shown when materials are checked out.
 - D. You may check out up to 4 books.
 - E. Off-campus use of Citrus College electronic databases is not included in this agreement. Use of databases is permitted on the Citrus College campus only.

- III. The Citrus College Librarian reserves the right to limit the circulation of materials in a subject area. The following items **may not** be checked out by high school students, but may be used in the library:
 - A. AV materials.
 - B. Periodicals.

- IV. Fines will be charged for library materials that are returned late.
 - A. A charge of 25¢ per day per item will be made for materials returned late.
 - 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.

- V. 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 Updated 1/25/2012