

# AMERICAN RIVER COLLEGE LIBRARY

Temporary location until August 2010: Portable Village near Davies Hall | <http://arc.losrios.edu/library>

## GENERAL INFORMATION

### LIBRARY HOURS:

Monday-Thursday..... 7:30 a.m. - 9:00 p.m.  
Friday..... 7:30 a.m. - 5:00 p.m.  
Saturday ..... 9:00 a.m. - 3:00 p.m.  
*Summer & Semester Break Hours, as posted.*

### TELEPHONE CONTACTS:

Circulation Desk..... 484-8455  
Reference Desk..... 484-8458

- a. **Borrow Library Materials with an Access Card:** Students and staff can receive an access card with a photo ID. The card must be presented every time materials are checked out. Cards are only valid if you are currently enrolled at one of the colleges in the Los Rios District. An ARC access card may be used at all Los Rios College Libraries including Cosumnes River College (CRC), El Dorado Center (EDC), Folsom Lake Center (FLC), and Sacramento City College (SCC). Do not lend the card---you are responsible and will be charged for all materials checked out on your card. Let the circulation staff know about changes in your address.

### Fine Policy for Items Not Returned On Time

-Loan Period-	-Fine Schedule-
Hourly (in-house use)	\$.50 per hour
1, 2, 3, 7, and 14 days	\$1.00 per day \$.50 per day for circulating magazines
7-day DVDs and videos	\$1.00 per day
21 days	\$.50 per day
Interlibrary Loans (non-Los Rios)	\$1.00 per day

Overdue fines must be cleared before a student may check out materials, order a transcript, or register for classes.

- b. **Print Card:** Your free access card includes a pay strip on the reverse side and functions as a print card--\$.10 per black & white copy; \$.30 for color. Use the access card to make copies anywhere on campus. The card is refillable. Please be aware that money put on the card cannot be retrieved except by printing.
- c. **Interlibrary Loan:** Students may request materials online from libraries in the Los Rios District (CRC, EDC, FLC, SCC) and also from libraries throughout the United States. See a reference librarian or call 484-8458 for details.
- d. **Check-Out Limits** (*apply across the district, not per campus*): General books - 7 items; Reserve books - 2 items; Audiotapes- 3 items; DVDs & videotapes - 2 items; Periodicals are in-library use only, except for selected circulating magazines if which you may borrow up to 5 at a time.
- e. **NEW --- How to Borrow:** If you need any ARC books or materials while the library is in its temporary location in the portables, click on the 'Request' button after finding the record in the online catalog, and plan to pick your materials up at the Circulation Desk. Please plan ahead or be prepared to wait. The library will have a runner schedule for retrieving items from storage every hour or two.
- f. **Online Holds:** If you need an item that is currently checked out to someone else, click the 'Request' button in the online catalog, and you will be notified by email or phone call when the item ready for pick-up.
- g. **Renewal Policy:** General books, out for 21 days, are renewable once, either online or at the Circulation desk. If another person has placed a hold on the book, the renewal is not allowed.
- h. **Copy machines:** \$.10/copy with coins or access card. Cost is \$.75 for color copies.
- i. **Book return:** Return books and materials in "book return" at Circulation Desk or outside in the book return box.
- j. **Lost/Stolen library materials or access cards:** Report the loss as soon as possible to the Circulation Desk. For materials, the replacement charge is the current price of book plus a \$10.00 non-refundable processing fee. The District charges a \$15.00 replacement fee for the loss of an RT bus pass sticker.
- k. **Lost & Found:** Ask for missing items at the Circulation Desk, or Campus Police if the loss was not recent. ~over

## ARC Library: Temporary Quarters in the Portable Village

### Reference Portable

Information and research help from librarians, during all library hours. *(Hours on reverse side)*

Computer stations: Look up books, articles, and websites via catalog, databases & Internet. Microsoft Word, Excel, and PowerPoint are also available on all computers. Library computers are monitored; they are for academic uses only.

Instruction Lab: Used by librarians for scheduled classes, otherwise open for general use.

Reference Books: Use for background, to check specific facts and statistics, and find up-to-date information.

Current Topics Shelf: Browse a collection of books on many different controversial topics.

Handouts: Identical to materials on the library website, these include: Database access, evaluating online sources, research strategies, MLA and APA style guides, topic ideas.

GoPrint PayStation: Use this "black box" station to add money to your access card for printing.

### Circulation Portable

Circulation Desk – Book, periodicals, and DVD checkout

Copy Machines – \$.10 per b/w copy; \$.75 per color. Use an access card, or coins & bills.

Reserves – Books and print copies are kept at the Circulation desk.

e-Reserves – Searchable in the Catalog (under "Reserves"), e-reserves are full-text online, using your access card number.

Study Tables – Limited space.

### How to Obtain a Book

During construction and the temporary location of the library in the portable village,

- 1) Request a book, using "Request" button in the catalog, or talk to a librarian in reference;
- 2) Be aware that, throughout the day and evening, runners will go to on-campus storage for your book(s);
- 3) Return to pick up your materials at the Circulation Desk.

### For assistance

If you have questions about research, or finding books or information, see the reference librarians in the reference portable (484-8458).

For questions on library procedures or your personal library record, see circulation staff members in the circulation portable (484-8455).

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*Please respect students who are studying by keeping noise to a minimum. Thank you.*