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# LIBRARY BRANCH LOCATIONS AND CIRCULATION POLICIES

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**Please note:** While the information in this document can also be found in TMCC's online course catalog, <http://catalog.tmcc.edu> (*Appendix H*), please consider the information in this document to be the most up-to-date during in-between dates of any given academic year.

## Library Branch Locations

Library resources are available at the following locations:

1. The Elizabeth Sturm Library is the main library branch. It is located in the western half of the Sierra Building on the Dandini Campus at 7000 Dandini Blvd.
2. The Neil J. Redfield e-Library is located at 475 Edison Way in the TMCC IGT Applied Technology Center.
3. The Meadowood Center Library is located at 5720 Neil Road on the third floor of the Meadowood Center.
4. The High Tech Center at Redfield is located at 18600 Wedge Parkway, Building B.
5. The Digital Branch is located online at <http://www.tmcc.edu/library>.

For more information on TMCC educational sites and their locations, visit us online at: <http://www.tmcc.edu/locations>

## Official Library Circulation Code

### LOAN PERIODS

The following individuals are eligible to use library material under the guidelines outlined below: TMCC students, faculty, and staff; NSHE faculty and students; and residents of the state of Nevada.

1. General library materials
  - a. TMCC Students and staff; NSHE faculty and students: 14 days
  - b. Full and part-time TMCC faculty: for the semester
2. Periodicals: in-library use only
3. Non-reserve and Feature Film Videos
  - a. TMCC students and NSHE faculty and students: 2 days
  - b. Full and part-time TMCC faculty and staff: 7 days
  - c. State of Nevada residents: in-library use only

## Reserve Material

Reserves are material that instructors have placed in the library for student use. They are usually related to a particular course. Reserves are for in-house use only and may not be removed from the library. Reserve material that is not returned or is returned damaged will result in a replacement fine being charged to the patron's account. Unreturned or damaged articles will result in a \$3 fine. Books, videos, and other material will result in a fee equivalent to the replacement cost of that item.

## Renewals

General library materials may be renewed twice for a period of time equal to the original loan period, unless the material has been requested by another patron. Patrons may renew materials by phone by calling in with their TMCC ID barcode number.

## Returning Material

- All material must be returned to the branch from which it was originally borrowed. There is no guaranteed return of material to the original branch by the library.
- Patrons with library materials that are seven days overdue will receive a letter requesting that the material be returned. Material that is not returned or is returned damaged will result in a replacement fine.
- Replacement fines for lost or damaged items must be paid by bringing a copy of the fine letter to the cashier's office in RDMT 318. The patron must bring a receipt showing payment in full back to the library in order for his or her account with the library to be cleared.