



Checking Out LRC Materials

Library materials (Books, DVDs, and Magazines) may be checked out only if you have your bar-coded student ID with you. Please make sure you have your student ID before selecting materials to check out. If you don't have one you may have your photo ID taken at the Grad Gala event that takes place on Friday Week 4 of every term or at the New Student Orientations. Check your student portal for exact date and time of the events.

You may check out up to three (3) items at a time. Circulating materials are checked out for five (5) days. We do have a great selection of books on culinary and general education topics. Our DVD collection has a number of fun food movies! Please take a look!

Reference books and current magazines may not be checked out. You may photocopy the information needed. *Instructors, please contact Director, LRC or Librarian on duty regarding loan of these materials.*

Please return materials promptly so that others may use them. Materials have to be returned to the staff at the Reference Desk or at a Book Drop in the parking lot on East Campus. Please do not leave materials unattended on the counter of the Reference Desk.

Overdue fees will be charged for the late return of materials.

Materials checked out from the circulating collection are fined \$0.25 (25 cents) per day per item. To avoid the charge, you are allowed to renew your materials one time in person or by phone.

You may place a hold on general collection material that is checked out. Inquire at the Reference Desk or by email via the CSCA LRC website www.csc4students.com.

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**Your All-Night, All-Day Online Student Center
626-229-1346**