



LEARNING RESOURCE CENTER/LIBRARY

AUDIOVISUAL & LIBRARY EQUIPMENT LOAN RULES & REGULATIONS FOR FACULTY AND STAFF

A. AUDIOVISUAL EQUIPMENT

Guam Community College faculty and staff who are registered with the Library may borrow audiovisual equipment for instructional and other college related events and activities.

Reservations for use of audiovisual equipment must be made in advance to ensure availability of equipment for desired date. Walk-in requests will be honored only if the equipment is available and not held on reserve.

Loan of equipment will be for scheduled for date of use only; and must be returned before the Library closes, unless prior arrangements have been made to return the equipment the following day.

OVERDUES: Overdue fines will be assessed for equipment not returned on time at the following rate: \$3.00 per day/per item. Maximum fine is \$50.00 per equipment/per item.

LOST OR DAMAGED MATERIALS: If equipment is stolen or damaged, liability will be determined after consultation with the Dean of Technology & Student Services and the LRC/Library Department Chairperson. Cost or replacement of equipment will also be determined during the consultation period; i.e. new vs. old/obsolete equipment.

SUSPENSION OF LIBRARY PRIVILEGES: Borrowing privileges may be suspended until all overdue equipment is returned and financial obligations have been cleared.

B. PHOTOCOPIER

Photocopying for personal use is .10¢ per black and white page, and .50¢ per color page. Faculty and other GCC staff members who wish to use the copier pass key to make copies for classroom or work-related needs must record the number of copies made in the copier log book.

C. COMPUTERS

There is no charge for using the computers for public use. However, patrons must supply their own storage devices. Laptops are available for use only with meetings or classes in the library classroom

D. E-BOOK READERS

E-Book Readers may be borrowed for use in classrooms according to the availability of units. All the rules for Audiovisual equipment will equally apply for E-Book Readers.