



College of the Siskiyous

Library: (530) 938-5331 • library@siskiyous.edu • www.siskiyous.edu/library

Library Services for Students

LOCATION

The COS Library is located on the Weed campus in Building 2, which is called the Learning Resource Center (LRC). As you enter the Library, you will see our one main service desk where you can get a library card, check out materials, and ask questions and for research assistance. *The Library is also online from anywhere, at anytime, with online articles, ebooks and more.*

BORROWING LIBRARY MATERIALS

Most circulating books and other materials can be checked out for three weeks. To check materials out, you must have a current [library card](#). You may renew materials twice if no one else is waiting for them. Renewals may be made by telephone, [email](#), or online using your [Library Account](#).

You will need a current library card to access online articles, ebooks and databases from off campus.

Reference books, microfilm, bound magazines, and most Reserve books, local history materials and audiovisual materials are for in-library use only; they may not be taken from the Library.

Materials can be sent to the Yreka campus for pickup. Please contact the Library for more information.

HOW TO AVOID FINES

All checked out materials have a due date. Items turned in late will have an overdue fine. *You can avoid fines by turning materials in on time.* Materials may be returned to the outside book drop anytime or placed in the book return slot at the Library desk during open hours. Due dates can be extended if you renew your materials.

Most circulating materials check out for three weeks. Materials not returned to the library by campus closing (10:00 p.m.) on the due date are subject to a fine of **20 cents a day per item up to a maximum fine of \$5.00 per item**. For lost or unreturned materials, borrowers will be billed for the **cost of the item, plus a replacement fee of \$10.00 and any overdue charges**. Requests made by other borrowers may cause an overdue item to be recalled. **Recalled materials must be returned within 48 hours.**

Fines on Reserve books are **\$1.00 per item per day up to a maximum of five dollars per item**. Reserve cameras not returned to the library by closing time on the due date are also subject to a fine of **\$1.00 per item per day up to a maximum fine of \$5.00 per item**.

IMPORTANT: If you have overdue materials, you will not be allowed to check out additional materials until the overdue items are returned. If you do not return your overdue materials or pay your fines, you will lose your borrowing privileges. The library reserves the right to suspend the borrowing privileges of anyone who repeatedly has overdue materials.

REFERENCE SERVICES

Library staff are trained and available to help you find information. We are happy to show you how to effectively search the library catalog, the Internet and our subscription databases. We can also guide you through using Library equipment such as the scanner, photocopier and microform reader, and help with questions about COS including directions and using Navigator and Etudes.

If you can't stop by in person, you can always call the Library during open hours instead; we are happy to help you over the phone.

You can always [ask us](#) questions online through our web site, even on evenings and weekends when the Library is closed. Please note that it may take up to 2 business days for a reply.

There are many ways that you can [ask us](#) for help, so please don't hesitate to contact us!

LIBRARY FACILITIES

Along with the books, ebooks, newspapers, magazines and journals you'll need for your homework assignments, the Library has many other ways to help. The Library has nineteen computers, a printer, a scanner, and a photocopier. Audiocassette/CD players and TV/VCR units are also available for use in the library. Our microform reader allows you to read microfiche and microfilm materials, such as old newspapers. The Library has one group study room that can be used by students when available; it can seat 10-12 people.

The library has a wheelchair accessible desk and computer station (computer station #7), that has been installed with Kurzweil 3000, Zoom Text Xtra, and TextHELP. The Library also has an elevator lift for access to the study tables, magazines, and newspapers in the "Loft" area.

STUDENT CONDUCT

When using the COS Library, you are expected to abide by the policies outlined in the [COS Student Handbook](#) including the sections on **Student Code of Conduct**, **Plagiarism**, and **Internet Code of Conduct**, as well as the [Library Guidelines for Internet Use](#) and other library policies.

The Library serves as a quiet place on campus for students to study and do research. We expect you to help maintain a quiet atmosphere.

LEARN MORE

Please visit the Library's [web site](#), including our detailed [FAQs](#) for more information about using the library and our [How Do I...?](#) page for how-to tutorials and handouts teaching research skills and how to use the Library's many online resources.

CONTACT US

Stop by: (Fall & Spring Semesters) 8:00 a.m.– 5:00 p.m. Monday—Thursday; 8:00 a.m.—2:00 p.m. on Friday

Call: (530) 938-5331

Ask Us! (email): <http://www.siskiyous.edu/library/askalibrarianform.htm>

Visit us online: www.siskiyous.edu/library