

**CIRCULATION POLICIES**  
**Yuba College District Libraries & Media Centers**

<u>Material</u>	<u>Circ Period</u>	<u>Fine Rate</u>	<u>Long OVD Rate / Max.*</u>
Computers OML	Indefinite	None	N/A
Books (Stacks & Desk)	14 day	20¢/day	\$20 + \$10/yr. → \$50
Desk Reference	2 hour	\$1.00/hr	\$20 + \$10/wk. → \$100
Overnight books	1 day	\$2.00/day	\$10 + \$5/wk. → \$50
Pamphlets	1 day	\$2.00/day	\$10 + \$5/wk. → \$30
Periodicals	(Not available for circulation)		
Reference books	(Not available for circulation)		
Reserve books	(Varies)	--	--
Hourly reserves	½ hr, 1 hr, 2 hr, & Overnight	\$1.00/hour	\$20 + \$10/wk. → \$200
Daily reserves	1, 4, & 7 day	\$2.00/day	\$10 + \$5/wk. → \$200
Reserve media <sup>♦</sup>	(Varies)		
Hourly reserves	2 hour & Overnight	\$1.00/hour	\$20 + \$10/wk. → \$50
Daily reserves	1 & 7 day	\$2.00/day	\$10 + \$5/wk. → \$50
Media material (Hourly) <sup>♦</sup>	(Varies)		
Hourly materials	2 hr. & Overnight	\$1.00/hour	\$20 + \$10/wk. → \$50
Daily materials	1 & 7 day	\$2.00/day	\$10 + \$5/wk. → \$50
Special Collections & Arc.	2 hour	\$1.00/hour	\$20 + \$10/mo. → \$100

\* This column indicates the short term overdue fine limit, the long term overdue fine rate and the overall overdue fine maximum.

♦ CD-ROM software that accompanies a book has a circulation rule that matches that book.

Payments for Lost Materials: Total replacement costs, which includes a processing fee (see § II.C.4. of the “Yuba College Learning Resources Policy & Procedure Handbook” for method of calculation).