How do I get help using the Library?

Please do not hesitate to ask any library staff member for assistance. All staff members are ready to help you find anything you need or direct you to the right person for a particular service.

What are my responsibilities?

- Obtain your SUNY ID Card and always bring it with you to the library. The SUNYCard is needed to check out books, no exceptions or substitutes.
- Know due dates. Due dates are stamped in the back of books. Call the Circulation Desk at 431-8639 to confirm due dates.
- Return or renew materials on time.
- Report lost or stolen books.

How many books may I have checked out at a time?

Current students may check out as many books as needed, provided none are overdue and you do not owe $10.00 or more in fines. Fines of any amount from a previous semester must be paid before further borrowing will be permitted.

How long is the borrowing period?

- Circulating collection books  2 weeks, renewable unless there is a hold on the book
- Hot Topic books  2 weeks, no renewals
- Reference books, closed stack books reserves and magazines or journals In-library use only

Will I be sent an overdue notice?

As soon as a book is declared overdue in our system a courtesy notice will be sent to the address you provided when you registered for classes. All overdue books are subject to fines whether or not you receive a notice.

What are the rates for overdue materials?

- 10 cents per day per book.

Please return books to the Circulation Desk when the library is open especially books with fines or other charges. Book returns located at the Creek Road entrance and the main entrance to Hudson Hall across from Bowne Hall will be checked twice daily Monday through Friday. If you plan to borrow more books on the same day, please return items to the Circulation Desk in the library. When the library is closed, books will be checked in as if returned on the last day the library was open. Call the Circulation Desk to ascertain what fines you may owe.
Are renewals allowed?

Renewals are permitted usually, except:

- Hot Topic books which circulate for two weeks but may not be renewed.
- Books that have been requested by another patron.

Books may not be renewed past the end of the semester. For example, you may not renew a book taken out in the Spring semester for use in the Summer semester. The book must be returned by the last day of classes and may be checked out again when the new semester begins. Books not returned by the last days of classes are considered lost and your student account will be billed a minimum of $35 per book.

What if I lose or damage a book?

There is a minimum replacement fee of $50.00 for every lost book and $75 for a DVD or video. Damaged materials will be assessed individually. Books damaged beyond repair will be treated as lost books.

Can I sign out books for a friend?

We strongly recommend that you do not sign out books for friends. If you do and the materials are lost or damaged you will be held responsible for all fines and fees and your college transcripts may be held pending resolution of these fees. Books may be held by the Circulation staff for a few days for anyone who does not have or does not have their SUNYCard in their possession.

What are “Reserve” materials?

The library maintains a collection of materials that instructors assign for you to read. In order for everyone in a class to be able to use these materials, they are kept behind the Circulation desk. You may check them out for use only in the library and only with your SUNYCard. Borrowing time is limited to 60 minutes if others are waiting for an item. If you need help finding reserve materials, ask a staff member for help with the Ritz Library book catalog.

Does the Library provide Internet access?

Yes, on designated computers in the Reference area. Time is limited to 60 minutes while others are waiting. Use of chat room programs, playing of games and use of social networking sites (such as Myspace.com) are not permitted. Downloading to the hard drive is also not permitted.

Are wireless and Ethernet internet access available in the Library?

Yes, all areas of the library receive the campus wireless signal and certain tables are equipped with ports for Ethernet cables. To use the wireless signal you must sign in with your MyDCC username and password. For Ethernet, you may use your own cable or you can borrow one from the Reference Desk. To borrow a cable, you must have some form of ID (student ID card, driver’s license) and you must leave it at the desk. It will be returned to you when you return the cable.

Are there photocopiers available?

There are five copiers in the library. Three are located in Rm. 334, one on the east side of the Reference Desk and one on the lower floor near the North Reading Room. Copiers are self-service and copies are 15 cents per page. Copies are only 10 cents/page with your SUNYCard. There is a DebiTek machine in Rm. 334 to add money to your card. You may obtain change at the Circulation desk but only for bills of $10 or less.