

Library Services - Learning Resource Center (LRC)

The learning resource center (LRC) invites you to explore the variety of information resources made available by the LRC to support your educational and professional needs at WITC. Library staff encourage your questions and will assist you in utilizing the vast array of electronic, print, and audiovisual resources available. Our commitment at all WITC campus locations is to service your information needs and to assist you in becoming an empowered library user. Go to witc.edu/library for direct links to many resource databases and other library services.

→ Who May Use the LRC?

Students (including Youth Options students), faculty, and staff of WITC may use the LRC materials and services. Identification cards obtained through Student Services/LRC staff serve as student library cards. Community members may check out materials by providing proper identification.

→ Circulation

Materials must be checked out at the circulation desk. Materials may be returned to the LRC.

→ Check Out Periods

Books	2 Weeks
A/V Equipment	Check at Circulation Desk
A/V Software	Check at Circulation Desk
Reserve Materials	Check at Circulation Desk/Varying Periods
Reference Materials "REF" with Red Label	Do Not Circulate
Professional Collection "PC" with Yellow Label	Check Out by Faculty/Staff Only
Periodicals/Newspapers	Do Not Circulate/Photocopied Only
Interlibrary Loan Materials	Discretion of Lending Library

→ Renewing Materials

Materials can be renewed once, for one period.

→ Fines and Late Fees

- Overdue fines are assessed to ensure that materials are returned on time and available for use by other patrons.
- A fine of 10 cents per day per item is charged for books, 25 cents per day per item for reserve items, and one dollar per day per item for A/V items.
- Fines for overdue transcription audio tapes is \$1.00 per day per tape.
- Fines for overdue transcription machines is \$5.00 per day.
- A hold will be placed on student records having outstanding fines or fees until these obligations have been met.

→ Lost or Damaged Items

- Lost materials should be reported immediately. Payment for lost items will be assessed for the replacement cost of the item plus a \$10 processing fee. Library users may be assessed in the same manner for materials that are damaged.
- A hold will be placed on student records having outstanding fines or fees until these obligations have been met.

→ Security System

Items not properly checked out at the circulation desk will activate an alarm.

The Wisconsin Library Theft Law (1980) provides that "Concealment of library materials beyond the last station for borrowing library materials may result in a maximum penalty for theft." Theft of library materials worth \$500 or less is a \$10,000 fine and nine months in jail. To protect yourself, check out all materials that you take from the library.