

CESNA Library Circulation Policy

Library Patrons

- Students currently enrolled in at least one unit of study with CESNA
- Faculty members of the CESNA
- Adjunct faculty and other lecturers/instructors of the CESNA
- Board/Staff members of the CESNA
- Members of Great Los Angeles Chinese Ministerial Committee (GLACMC)
- CESNA Alumni

General Rules

1. Library patrons may apply for their library cards with their (student) ID cards.
2. Library patrons are to follow all the rules of the Library.
3. Reference books, course reserves, and periodicals (except the back issues) are not allowed to be checked out.
4. Any borrowed items lost or damaged beyond repair must be paid for at replacement cost plus \$15 process fee or patron may return a replacement with \$10 process fee.
5. Student with debt outstanding on lost/damaged, or not returning all the items he/she borrowed will not be allowed to register or apply for graduation.

Check-out

1. Please use Koha's Circulation System for check-out by scanning your patron's barcode and the barcode(s) of the item(s) that you want to borrow.
2. The loan period is 3 weeks and can be renewed twice online via Koha system, email, phone, or in person if no one place the item(s) on hold.
3. If you know the title(s) you want to borrow, you may request to hold or reserve the item(s) via phone/e-mail, or Koha online place hold function. The librarian will locate the item(s) and put in the Reserve Item Box for you to pick up within 10 days.
4. Please drop your check-in item(s) in Return Item Box. If after hours, please drop in Return Book Slot on the back door of the Library.
5. Library patrons with debt outstanding on lost or damaged book will have borrowing privilege suspended. Please clear your fine as you return the overdue item(s), 25¢/day.
6. Outstanding items allowed for different patron categories:

Item Type	Patron	Faculty	DMin/ThM	Master Student	Board/Staff	Alumni / Extension Student /GLACMC
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					Member and others
Books	20	20	15	5	5
Back issue of periodicals	5	5	3	1	N/A

Other Services

1. Please abide the general copyright law when copy the library material(s). You may make copies of the materials using scanner free or copier at 5¢ per page.
2. The Library computers provide Internet services and Bible study tools/software electronically. You may use them during library hours.
3. The Library webpage on CESNA's website (www.cesnac.org) provides information of the Library as well as many other resources for biblical and theological study.

Contacts

If your have any questions regarding CESNA library or its services, please contact us by

Phone: (626) 917-9482 x 222

Fax: (626) 851-1371

E-mail: library@cesnac.org

Website: <http://www.cesnac.org>