



# St. Francis College Library

How long may I check out a given item, and what are the overdue charges?

Material	Location	Loan Time	Fine	Max Fine	Max Checkout
Books	Cellar Level	21 days			25
Textbooks	Circulation Desk	2 hours	\$1/hour	\$100	25
Reference Book	Second Floor	In-Library Use Only			
DVD/VHS	Circulation Desk	3 days	\$1/hour	\$25	5
iPad/Laptop	Circulation Desk	4 hours	\$5/30min	\$650	1

What is the policy regarding renewals?

- ▶ Books may be renewed online by logging into the library website with your SFC credentials or in person for up to two additional 3-week periods if no other patron has placed a hold on them.
- ▶ Senior students working on their theses may keep their books until the end of the semester.
- ▶ Reserve materials may be renewed in person for an additional loan period if no patron has requested it during the time they were checked out.
- ▶ Any further renewals may only be arranged with special permission. We cannot renew materials by phone call or email.

How do I print?

Make sure:

1. From our computers: Log into your SFC account (same username and password as your SFC email).

From your personal device: Connect to SFC-USER wifi with your SFC credentials. Further instructions are available at [library.sfc.edu](http://library.sfc.edu) under the FAQ "How do I print?"

2. In the print dialogue, make sure you select "HP Virtual Printer PLC 6" (not /acadprint or /acadsrvr).

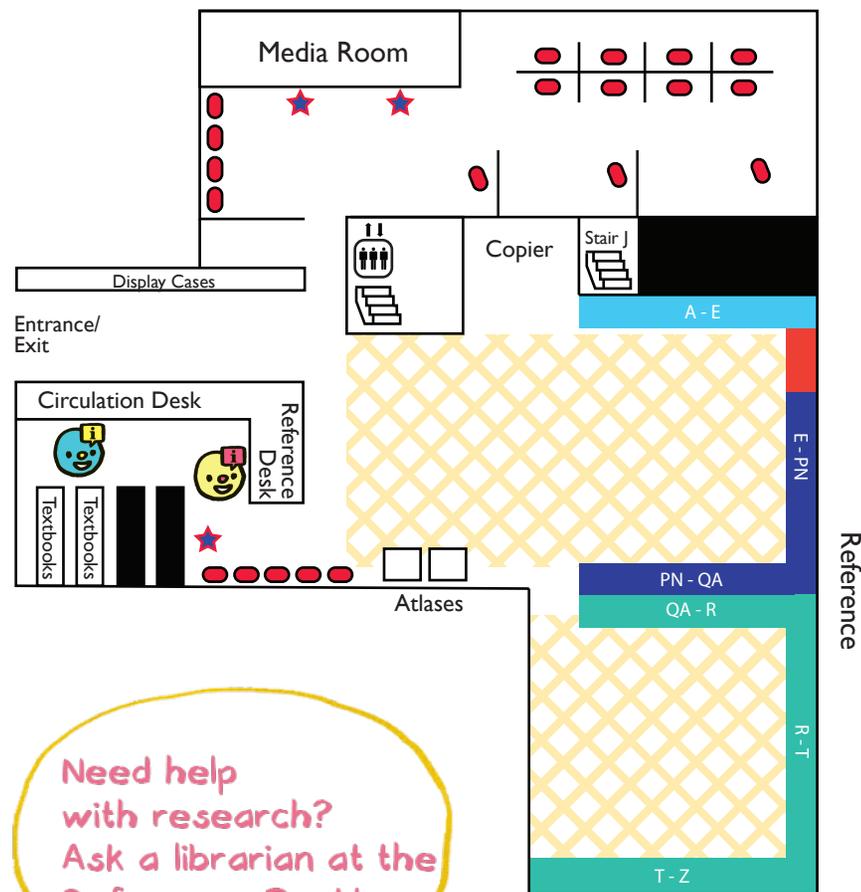
3. Your document is 35 pages or less.

Circulation: (718) 489-5205  
Reference Desk: (718) 489-5307

Email: [library@sfc.edu](mailto:library@sfc.edu)  
Website: [library.sfc.edu](http://library.sfc.edu)

## Second Floor

Reference Desk, Circulation, Reference, Media, Computer Lab



"Google can bring you back 100,000 answers. A librarian can bring you back the right one."

-Neil Gaiman