THE LIBRARY CARD
• Library materials are available for checkout to all faculty, staff, and students of the Lone Star College System (LSCS) as well as patrons of the Montgomery County Public Library, the Harris County Public Library, high school students, and adults living in the district.
• To get a library card, patrons must present official LSCS identification or proof of residency within the service area.
• The LSCS library card is needed to check out materials, including reserve materials.
• The photo-I.D. card that students, faculty, and staff can obtain can also serve as the library card. However, it can do so only if the I.D. card is activated either at the Circulation Desk or by calling the desk at 936-273-7387. Card privileges are not transferable.
• The LSCS library card is accepted at any college library within the district and can be used to obtain a card at all Montgomery County Public Libraries.

MATERIALS CHECK OUT AND RETURN
• Books circulate for two weeks and can be renewed two times if no holds are on them.
• Video and Audio materials circulate for one week. For distance learning and other special circumstances, please ask at the Circulation Desk for more information.
• If there are no holds on materials not yet overdue, they can be renewed by phone.
• All materials can be returned at the Circulation Desk or the book drops. The drops are located on the first floor of Building F and in the turnaround drive in front of Building C.
• Books and other materials can be returned to any LSCS library, Montgomery County Public Library, or Harris County Public Library.

OVERDUE FINES
• Book fines are 25¢ per day per item, up to a $3.00 maximum per item.
• Two-hour Closed Reserve fines are 50¢ per hour, up to a $6.00 maximum per item.
• One-, two-, or three-day Reserve Material fines are $1.00 per day, up to a $6.00 maximum per item.
• Borrowing privileges are restricted if you have any overdue materials or fines. Fines can be paid at any college library within the district.
• Patrons responsible for damaged, lost, or stolen items. Charges include item replacement cost and accumulated fines.

INTRALIBRARY & INTERLIBRARY LOAN
Patrons can request materials from any LSCS college library or from any Montgomery County Public Library or Harris County Public Library. In addition, LSCS students, faculty, and staff can request materials outside the district by completing an interlibrary loan form. There is no fee for this type of loan unless the lending library charges one.

TEXSHARE
The TexShare card allows you to directly borrow materials from any participating college or university in Texas. LSCS students, staff, and faculty can receive a TexShare card if they complete the appropriate form at the Circulation Desk.

COPIES
• Photocopies: The library has photocopiers for public use that take bills and coins. Copies cost 10¢ per page. Staff at the Circulation Desk can usually provide change for larger bills, but might run out of change on some occasions.
• Microfiche: Many journals are available on microfiche going back to 1990. Circulation-Desk staff provides help with the microfiche and the fiche copier. Copies are 10¢ per page.
PRINTING
Black-and-white prints cost 10¢ per page. Pay for these prints with either a debit card or a photo-I.D. card. Debit cards are available from the dispenser in the Reference Department. The dispenser can also be used to add money to either card, and it only takes bills. Change for large bills is available at the Circulation Desk. Request color prints (50¢ per page) at the Reference Desk. You can pay for them at the Circulation Desk, but not with a debit or photo-I.D. card.