

Library Staff & Hours

Library Director: Paula Stevenson

Assistant Librarian: Bruce Wagner

Library Clerks: Amanda Wenceslau, Aline & Maykon Silva

Library Hours: Monday 10:00 am – 7:00 pm; , Tuesday, & Thursday 10:00 am - 9:30 pm.

Holidays: Closed.

Borrowing Information

Student Library ID Required

Borrowing: Students, faculty, adjunct faculty, & staff have a check out limit of 7 circulation books, 2 reserved books, and 3 books from "**What's New in the Library.**"

Check-Out of Books: All books must be checked out at the circulation desk.

Length of Check-Out Time – Circulation Books: 4 weeks with a 2 week renewal.

Length of Check-Out Time - Reference Books: (Faculty) 2 weeks w/a 2 week renewal.

Length of Check-Out Time - Reserved Book: 1 week with a 1 week renewal.

Length of Check-Out Time - CD's: 1 box set - 1 week with a 1 week renewal.

Length of Check-Out Time - DVD's: 1 DVD - 1 week with a 1 week renewal.

AV Equipment: Faculty & adjunct faculty only - 2 week with a 2 week renewal.

Reference Books: Copy machine provided in library to copy articles - 10 cents per copy.

Periodicals: Copy machine provided in library to copy articles - 10 cents per copy.

Book Returns: Please leave books on the circulation desk. Do Not Reshelve Books.

At a Glance Borrowing Guide:

Patrons:	Books Circulation	Books, New & Reserved	Reference/ Periodicals	CD's	DVD's
Students, Faculty	7 books	3 books	copies	1 box set	1 DVD
Adjunct Faculty,	4 weeks	1 week	10 cents	1 week	1 week
& Staff	1 renewal	1 renewal	per page	1 renewal	1 renewal

Lost Items: If books, CD's or DVD's are lost while checked out to a patron, replacement cost, shipping and a \$10.00 processing fee will be charged to that patron. Patrons are responsible for all materials checked out from other libraries.

Week of Final Exams: All materials must be returned to the library. Students must meet all SFBC & TS obligations including Library obligations in order to receive grades.

Computer Lab Reservation: Teachers - sign your class up for class computer time on through Email (library@sfb.edu) you may check on library calendar located by faculty mailboxes. This is based on a first come basis.