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## Lending Library: Home

### Lending Library Information

#### Important Dates

- Requests for Fall 2022 Lending Library Textbooks is currently OPEN!

#### Rules and Guidelines

- Only VC and VCEC students are eligible to check out Lending Library Textbooks
- All library materials, including Lending Library Textbooks, are due the last day of Fall Thursday, December 15, 2022.
- Overdue fees are \$5.00 per day for Lending Library Textbooks, up to the cost of the textbook.

#### Request Process

To request a Lending Library Textbook, students must make a request through the Library catalog, OneSearch. Each step of the process is outlined below.

### Step 1: Find What Textbook You Need at the Bookstore Website

Use the Bookstore's Textbook Finder to determine what textbook is required for your course. Take note of as much information as possible including the textbook title, author(s), year of publication, edition, and ISBN. You may also be able to check or verify your course textbook by contacting the course instructor, or by checking the course syllabus if the course Canvas page is available.

#### Locating the title of your course textbook



Library

**Do you need help?**



## Step 2: Find Out if the Library Has that Textbook in the Lending Library

Use OneSearch to search for your textbook in the Lending Library. Be sure to verify that the library's textbook matches what is required using the title, author(s), year of publication, edition, or ISBN.



### How to Find Out if Your Textbook is in the Lending Library



Library

**Do you need help?**



### Step 3: Make Your Lending Library Textbook Request

Once you have located your textbook in OneSearch, make your request! You can either request Home Delivery (instructions in the first video below), On-Campus Locker Pick-Up (instructions in the second video below), or you may make an appointment for pick-up.

To make an appointment for pick-up, you do not need to follow any of the request steps below. Please contact our circulation desk at [vclibrary@vcccd.edu](mailto:vclibrary@vcccd.edu) or 805-289-6482 to make an appointment.

#### Ventura College Lending Library - Requesting a Book Throu...



#### VC Library Locker Pickup



Library

**Do you need help?**



#### Step 4: Receive Your Textbook

Requests will be processed daily Monday - Thursday. If you would like to request a different item, please submit a new request. If you would like to change your request from item pick-up to home delivery or vice versa, please contact us.

Please read below for specific information on what to expect after placing your request.

##### Locker Pick-Up

After submitting a request through OneSearch, you will see a notification showing that your request was successful; however, this does not indicate that your item is ready for pick-up.

You will receive two emails once your request has been processed by library staff. The first email will be a receipt showing that the book is checked out to you. After checking out the book, library staff place the book in a locker for you. Once the book has been placed in the locker, you will receive a second email with detailed information and instructions on retrieving the book from our lockers. Items will be held in the lockers for 24 hours. Any items not retrieved will be removed from your account and re-shelved.

##### Home Delivery

After submitting a request through OneSearch, you will see a notification showing that your request was successful; however, this does not indicate that your item has been mailed.

Once your request has been processed by library staff, you will receive an email receipt showing that the book is checked out to you. After checking out the book, library staff send the book to you via USPS. Please allow at least 2 weeks for delivery.

#### Need Help? Contact Us!

If you have any questions about the process, need help with any of the steps, or would like to make alternate arrangements for textbook pick-up, please contact us!

##### Circulation Desk

Phone: 805-289-6482

Email: [vclibrary@vccd.edu](mailto:vclibrary@vccd.edu)

##### Library Chat

Ask us a question or leave a message

Questions submitted via chat during offline hours will receive a response within the following business day.

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**URL:** <https://libguides.venturacollege.edu/lendinglibrary>

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Library

**Do you need help?**

