

East Georgia State College

Library Circulation Policy

Approved by Library Committee 12/6/2019

Adopted by President's Cabinet 12/13/19

East Georgia State College (EGSC) faculty, staff, and students are the Library's primary borrowers. Students affiliated with any other institution in the University System of Georgia also qualify for borrowing privileges as Universal Borrowers. The Library encourages borrowing of its resources by residents of the college's 14-county service area, known as Community Users. (See the Library Community Users Policy)

East Georgia State College students, faculty and staff must present a current college ID card to check out material. All other individuals wishing to borrow books must provide current photo identification (see the Library Community Users Policy).

Standard Item Loan/Renewal Period		
Borrower Type	Loan Period	Renewal Period (Max 2 Times)
Faculty	112 Day	28 Days
Staff	42 Days	14 Days
Students	28 Days	14 Days
Universal Borrowers (GIL/ILL)	28 Days	28 Days
Community Users	14 Days	7 Days

Specialty Items	Loan Period
Board Games	48 Hours
DVDs	7 Days
Graphing Calculators	7 Days
Heritage Room	In House Use Only
Laptops	4 Hours In House Use Only
Reference	In House Use Only
Reserves	4 Hours In House Use Only
Student Photography Books	In House Use Only
Study Kits	4 Hours In House Use Only
Study Rooms	2 Hours In House Use Only

Reference materials, special collections/archival materials, and microforms do not circulate unless special permission is given by the Library Director.

Material in the Library is cataloged and classified using the Library of Congress classification system. Library material is retrieved by making use of OPAC accessed through the East Georgia State College Library website.

Students, faculty, and staff can request materials not held in our collection by making use of GIL Express or Interlibrary Loan (ILL). As a member of the University System of Georgia, the

Library is part of GALILEO Interconnected Libraries (GIL) which offers a full range of resources, including access to the catalogs of every library within the system, as well as selected public and private libraries within the state. Loans may be requested through GILFind and delivered through GIL Express. When materials are needed outside of the GIL system, EGSC students, faculty, and staff may request books through ILL. EGSC receives ILL services through OCLC Worldshare. This allows the library to borrow and loan books with other libraries throughout the United States.

Any lost, damaged, or non-returned material is labeled missing after it's due date and the borrower's account is charged the cost of the material and a \$10 processing fee. The borrower will not be allowed to check out material until the item is returned and/or the account is settled. Money will not be charged if book is returned in good condition. Students will receive Banner holds on their accounts until their library account is settled.