Library Policy: Circulation

09/27/12

East Georgia State College students, staff, and faculty are the library's primary borrowers. Students affiliated with any other institution in the University System also qualify for borrowing privileges in accordance with the same policies governing the East Georgia State College Library users. The library encourages borrowing of its resources by residents of the college's 14-county service area. Patrons under the age of 18 must have a guardian present to check out material.

East Georgia State College students, faculty and staff must present a current college ID card or government-issued photo ID to check out material. All other individuals wishing to circulate books must provide current photo identification (please see the Community Borrower Policy).

<table>
<thead>
<tr>
<th>Borrower Type</th>
<th>Loan Period</th>
<th>Renewal Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>112 Days</td>
<td>28 Days</td>
</tr>
<tr>
<td>Staff</td>
<td>42 Days</td>
<td>14 Days</td>
</tr>
<tr>
<td>Students</td>
<td>28 Days</td>
<td>14 Days</td>
</tr>
<tr>
<td>Community Borrowers</td>
<td>14 Days</td>
<td>7 Days</td>
</tr>
<tr>
<td>Universal Borrowers (GIL/ILL)</td>
<td>28 Days</td>
<td>28 Days</td>
</tr>
</tbody>
</table>

Media items circulate for 14 days with no renewals. Newspapers and periodicals circulate for 7 days with no renewals. Reference 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 the library catalog (GIL).

Students and faculty can request materials not held in our collection by making use of Interlibrary Loan. Loans may be requested either through GIL Express, a cooperative interlibrary loan program within the University System of Georgia, or via OCLC World Resource Sharing/ILL.

As a member of the University System of Georgia, the Library is offered a full range of resources, including online access to the catalogs of every library within the system, as well as selected public and private libraries within the state. The library is a full participant in the GALILEO database systems as offered to USG institutions.

The library circulates material at all times when the facility is open. Books may be returned directly to the library or at the outside book-drop. Media items and periodicals should be returned directly to the library.

Lost Materials
All EGSC Library borrowers are responsible for all items checked out to their library account. EGSC students with outstanding library materials with overdue fees of $5.00 or more will have a hold placed in Banner. Students will not be allowed to register, obtain grades or request transcripts until the material has been returned to the EGSC Library or paid for.

Standard replacement costs will include a lost item replacement, lost item processing and overdue fees. In addition to the replacement costs, borrowers must pay all overdue fines that have accumulated. Library fines are accrued in the amount of $0.10 per day, with a maximum amount of $5.00.

**Damaged Materials**

All EGSC Library borrowers are responsible for the condition of items checked out to their library account. Patrons returning damaged items will be responsible for the replacement of the item. Any damage or replacement fees will be attached to your library account; overdue fines will not be reimbursed. Students with overdue or replacement costs totaling $5.00 or more will have a Banner hold placed on their account. Students will not be allowed to register, obtain grades or request transcripts until all replacement costs are paid.

**How do I pay for library fines or fees?**

The EGSC Library can accept payments on student accounts during normal business hours in the form of checks or cash. The EGSC Business Office can accept payments in the form of debit or credit cards, cash or checks. Students will need to return the receipt from the Business Office to the library in order to have their library account paid in full and their Banner hold removed.

**How do I check my library account?**

When accessing your account you will be able to view your checked out items and see their due dates, renew both EGSC Library and GIL Express items, view any library fines, and access any saved searches or favorite items from the library catalog (GIL).

To access your library account, you will need to enter:
- Your EGSC student ID number (barcode number)
- Your last name
- Your library PIN number (if you do not have a library PIN, click the "Get My PIN" button and it will be sent to your EGSC email account or you can contact the EGSC Library for assistance at (478) 289-2083).