

## Clayton State University Library

Policy Name: Borrowing Items

Effective Date: January 1, 1999

Review Date: October 8, 2019

### Policy

To support the information needs of its students, faculty and staff as well as other users of the Clayton State University Library, it is the policy of the Clayton State Library to circulate eligible library materials to users who have authorized borrowing privileges.

- Library User Responsibilities
  - Users are responsible for the prompt return of library materials in good condition at the end of the loan period.
  - Users may not lend their ID to others.
  - Users cannot check out items if their account has been blocked by overdue items, lost items, or outstanding fees.
  - The Library reserves the right to block equipment use privileges to anyone who is repeatedly late in returning equipment or who has exhibited a pattern of misuse of equipment.
- User Groups
  - Fully Authorized Library users include:
    - Clayton State University students, faculty, and staff with a current LakerCard.
    - University System of Georgia students, faculty and staff with a current ID card from their home institution.
  - Partially Authorized Library users include:
    - Clayton State University retirees with current CSU credentials
    - Clayton State University Alumni Association members with a current Alumni card.
    - Clayton State University Continuing Education students with a current paid receipt and a photo ID.
    - ARCHE consortia students, faculty and staff with a current ARCHE card.
    - Georgia Department of Archives staff with a photo ID.
  - Visitors
    - Any user who is not an authorized library user as defined above.
    - Visitors include community members, high school students, & former students/alumni who are not part of the Clayton State University Alumni Association.
- Borrowing Limits

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- Fully Authorized Library users
  - Generally no limit on the number of books or other items
  - Limited to 2 pieces of equipment
- Partially authorized users
  - Limited to 5 books
- Visitors
  - Visitors have no borrowing privileges & are not able to use study rooms.
  - They may utilize the following items and resources while visiting the library:
    - Reference assistance
    - Guest password for computer use with a valid government-issued ID (for high school AP students aged 16+, a valid high school ID will be accepted).
    - Scanning & printing for a fee (see a staff member for assistance).
- Loan Period – The time period for which items may be borrowed is dependent upon the type of material as well as the individual borrower's user group. The due date for materials borrowed near the end of a semester defaults to the patron's expiration date (usually the day after finals end) which may shorten a standard loan period.
  - Books:
    - Clayton State faculty, staff and retirees may borrow books for the length of the semester. Twenty-eight days prior to the end of the current semester, the due date will be updated to reflect the next semester's end of term date.
    - Clayton State students; University System of Georgia students, faculty and staff; Clayton State Alumni Association Members and Continuing Education students; and ARCHE consortia students, faculty and staff may borrow books for a 28-day period.
  - Audiovisual:
    - Clayton State faculty and staff may borrow for the length of the semester.
    - Clayton State students may borrow for a 7-day loan.
    - For other authorized users these items are available for library use only.
  - Course Reserves:
    - Course Reserves have restricted circulation based on faculty request because of expected high demand by students in the class.

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- Clayton State students may borrow for a 2-hour, 1-day, or 7-day loan.
  - For other users these items are not available for use.
- Equipment:
    - Clayton State students, faculty, and staff may borrow for a 6-hour loan.
    - For other users these items are not available for use.
  - Study Rooms and Supplies:
    - Clayton State students, faculty and staff are limited to one 3-hour study room reservation per day.
    - Clayton State students, faculty and staff may borrow study room supplies for a 3-hour loan.
    - For other users these items are not available for use.
  - Reference, Legal Research, Periodical Collections:
    - Clayton State faculty and staff may borrow for a 2-day loan.
    - For other users these items are available for library use only.

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- Returning Items
  - Books
    - The interior book returns at the Circulation Desk, lower level or Information Desk, upper level
    - The exterior library book drops at the University Center entrance or Library building courtyard entrance
  - Audiovisual
    - Library staff at the Circulation Desk, lower level or Information Desk, upper level
  - Course Reserves
    - Library staff at the Circulation Desk staff, lower level
  - Equipment, Study Room Supplies
    - Library staff at the Circulation Desk, lower level or Information Desk, upper level
    - Laptops are returned to the Circulation Desk staff, lower level
- Renewing Items - Renewals are permitted if a user is not finished with the material by the end of the loan period. See the [Renewing Borrowed Items](#) policy for more information.