

Augusta University

Policy Library

Access Services Policies

Policy Owner: Library

POLICY STATEMENT

Full borrowing privileges at the Robert B. Greenblatt and Reese Libraries are extended to faculty, staff, and students of the Augusta University (AU). Borrowing privileges are also available to faculty, staff, and students from other University System of Georgia (USG) schools. Reese Library extends the privilege of library use to outside researchers and adult members of the community, and restricted access to children under 16 years of age. This policy outlines the procedures for borrowing books, bound and unbound journals, audiovisuals, and reference and reserve materials from the Greenblatt and Reese Libraries, for returning overdue items and for replacing lost items.

Greenblatt Library provides resources and services for all health sciences information needs of the faculty, staff and students of Augusta University and serves as a source of health information for the state of Georgia. Reese Library is an academic library, primarily intended to support the educational, teaching, research, and administrative needs of the faculty, staff, and students of Augusta University.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Unaffiliated Borrowers Individuals not associated with Augusta University or any University System of Georgia institution

GIL Express Service that allows students, faculty and staff access to all eligible circulating books at all USG libraries

Community Users Residents of the Augusta-Richmond County area who are 21 years or older may obtain a Community user card at the Reese Library Circulation Desk. There is a \$40 membership fee which entitles the user to check out up to a total of five (5) items at a time from the Reese Library.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 616

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: 01/09/2013

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Last Review: 06/20/2017

Recall A request by another patron that a book be returned earlier than the original due date.

PROCESS & PROCEDURES

Full borrowing privileges at the Greenblatt Library and Reese Library are extended to faculty, staff and students in good standing at Augusta University. All affiliated users are required to have a JagCard (ID) badge in order to check out materials. Individuals from other USG schools must have a valid photo ID. Reese Library allows restricted borrowing privileges to community users, high school students, alumni and other university faculty members. Reese Library requirements for borrowing are specified at <http://www.aug.edu/libcirc/policies/circ-policies.html#borrow>.

Circulation Periods:

The following time periods for circulation apply to most users:

<http://www.aug.edu/libcirc/policies/circ-policies.html#borrow>

Audiovisuals: 3 days. Renewal may be requested

Books (monographs): Students - 4 weeks, unless recalled. Renewals by telephone (Greenblatt:

706-721-3441, Reese: 706-737-1744), through GIL account (Reese), or personal account via the library online catalog account login option (LINK)

Bound Journals: 3 days. Renewal may be requested

Core Texts: Greenblatt Library only: 7 days, renewal may be requested

InfoSquare CD-ROMS: Reese Library only: 28 days, renewals allowed twice

Laptops: 2 days. Reese Library only, no renewals

Reference materials: Library use only

Reserve materials: Library use only, unless specified on the item

Special Collections: Library use only

Unbound journals: Greenblatt Library Only: 3 day, renewal may be requested

Government Information: 4 weeks unless recalled, with renewals allowed

Hold Service:

Holds may be placed on needed materials that are checked out by contacting Greenblatt Library: Information Desk (706-721-3441) or Reese Library: (through GIL account). Requestor will be notified when materials are available. Books and journals will be held for five days and can be picked up at the owning library.

Document Delivery:

Patrons can request electronic copies of Augusta University Libraries print materials for a fee.

Greenblatt: <http://www.lib.georgiahealth.edu/services/docdel/services.php>

Reese: <http://www.aug.edu/libcirc/ill/circ-ill.html>

Overdue Policy:

All borrowers: Courtesy reminders will be sent as items become overdue. **(NOTE: Failure to receive an overdue or fine notice will not be considered cause for cancelling a fine.)** A

bill will then be sent indicating the replacement cost of the item and the fines accrued. Checkout privileges will be suspended upon accrual of unpaid fines.

Greenblatt Library: a fine of .50 cents per day per item will accrue on all overdue materials until the maximum amount of \$10 per item is reached. Reese Library: fines vary by item type. A list of fines is available at (<http://www.aug.edu/libcirc/policies/circ-policies.html#fines>).

Students:

Augusta University's Office of the Registrar will hold all student records, diplomas, registration materials, and transcripts until all library obligations have been cleared.

Faculty and Staff:

If materials have not been returned and fines paid by one month after the due date, the library patron will be charged for replacement of the material. The faculty or staff member will not be able to complete the clearing process from the university until the library obligation is met.

Unaffiliated Borrowers:

Library obligations will be invoiced. If not paid, borrowing privileges will be suspended and/or membership revoked.

Locker Policy:

Reese Library lockers are available for student use.

<http://www.aug.edu/libcirc/policies/circ-policies.html#locker>

Greenblatt Library lockers are available for students. Check at the Information desk.

Lost and Found:

The Reese Library Circulation Desk/Greenblatt Library Information Desk store "lost and found" items for approximately one week, at which point they are turned over to Public Safety.

Lost Materials:

Lost or misplaced books should be reported promptly to the University Libraries. Library users are responsible for replacement costs and processing fees.

Refunds are not available for lost and paid for items that are found and returned.

Hours:

Hours of operation are posted on the library's website

Greenblatt Library:

<http://www.lib.georgiahealth.edu/>

Reese Library

<http://www.aug.edu/library/>

REFERENCES & SUPPORTING DOCUMENTS

GIL Express: <http://gilexpress.usg.edu/>

Reese Library: <http://www.aug.edu/library/>

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/20/2017