

# Augusta University

## Policy Library

### University Libraries Access Services Policies

**Policy Manager:** University Libraries

#### **POLICY STATEMENT**

Full borrowing privileges at the Robert B. Greenblatt, MD and Reese Libraries are extended to current faculty, staff, students, and emeritus faculty of Augusta University (AU) and other University System of Georgia (USG) institutions. Both Libraries extend borrowing privileges to adults residing in Georgia. This policy outlines the procedures for borrowing books, bound and unbound journals, audiovisual materials, government information, and reserve materials from the Greenblatt and Reese Libraries; for returning overdue items; and for replacing lost or damaged items.

#### **REASON FOR POLICY**

The purpose of this policy is to ensure access to the libraries and to library materials. This policy will define the procedures through which library materials are loaned at Augusta University.

#### **AFFECTED STAKEHOLDERS**

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

Enterprise       Faculty       Staff

All Employees       Students

Other:

University

Health System

#### **DEFINITIONS**

**Community Users:** Individuals who use the library, but do not check out materials and are not affiliated with Augusta University or a University System of Georgia institution.

**Emeritus Faculty:** Professors who have retired but retain their title as faculty as an honor and are treated as full faculty members in the eyes of the University Libraries.

**GIL Express:** An interlibrary loan service that allows current faculty, staff, and students to borrow circulating books from any of the USG libraries.

Office of Legal Affairs Use Only

Policy Sponsor: Director, University Libraries

Next Review: 4/2022

**Community Borrowers:** Adults residing in the State of Georgia who have purchased a Community Borrower card at the Reese Library or Greenblatt Library Information Desk for a \$10 quarterly fee. See Community Borrower policy for details. Alumni are considered Community Borrowers if they meet the criteria outlined in the Community Borrowers documentation.

[http://www.augusta.edu/library/reese/services/documents/augusta\\_university\\_community\\_borrowers.pdf](http://www.augusta.edu/library/reese/services/documents/augusta_university_community_borrowers.pdf)

**Recall:** A request by another patron for an item currently checked out to be returned before the initial due date.

## **PROCESS/PROCEDURES**

Full borrowing privileges at the University Libraries are extended to current faculty, staff, and students and emeritus faculty at AU. All affiliated users are required to have a JagCard (ID) badge in order to check out materials. Individuals from other USG institutions must have a valid institutional ID. Reese and Greenblatt Libraries allow restricted borrowing privileges to community borrowers.

### **Loan Periods**

The following loan periods for materials apply:

*Books:* Faculty and Staff: until the end of the same academic semester book was checked out, no renewals

Students: 28 Days with 2 renewals

*Journals and Magazines:* 3 Days with 1 renewal

*Audiovisual Materials:* 3 Days, no renewals

*Government Information (Reese Only):* 28 Days with 2 renewals

*Core Books (Greenblatt Only):* 1 week, no renewals

*Laptops:* 1 week, renewal may be requested

*Calculators (Reese Only):* 1 Day with 2 renewals

*Library Reserves:* Restricted to current AU students only. In-library-use only. Due back at library closing.

*Course Reserves:* Restricted to current AU students only. Loan period determined by instructor.

*Desk Materials:* In-library-use only. Greenblatt Library materials due at library closing.

For Reese materials loan periods visit [https://www.augusta.edu/library/access\\_services](https://www.augusta.edu/library/access_services)

***Community and Alumni Borrowers should see the Community Borrowers Policy for more information on borrowing library materials.***

***Overdue items cannot be renewed and must be brought to the Library Information Desk.***

Information regarding borrowing privileges and loan periods can be found at:  
[https://www.augusta.edu/library/access\\_services](https://www.augusta.edu/library/access_services)

**Overdue policy:**

All general circulating items will accrue a fine of \$0.35 per item per day. There is a maximum fine cap of \$10.00 on all items unless noted otherwise.

Laptops and Calculators: These will accrue a fine of \$5.00 per item per day, beginning as soon as the item becomes overdue. These items do not have a maximum fine cap.

A courtesy reminder is sent one week before an item is due. An overdue notice is sent the day an item becomes overdue. Checkout privileges will be suspended when the total fine balance is at or over \$10.00. **(NOTE: Failure to receive a courtesy or overdue notice will not be considered cause for fine forgiveness.)**

Reese Library: Desk Materials accrue \$0.35 fine per item per hour, beginning as soon as the item becomes overdue. **The following items do not have a maximum fine cap and will continue to accrue fines until the item is returned:** *Reserve items*-\$0.35 fine per item per hour, beginning as soon as the item becomes overdue; *bound journals and audiovisuals*-\$0.35 fine per item, per day; *recalled items*-\$1.00 per item, per day.

**Lost Items:**

Any item not returned within 60 days of becoming overdue will be considered lost. Lost or misplaced materials should be reported promptly to the library where the item was checked out. Fines will not continue to be charged once the loss is reported. Items not found will be charged a replacement cost and \$15.00 processing fee for each item, in addition to the overdue fine. Lost GIL Express items will receive a \$35.00 processing fee. Refunds cannot be made for any lost-and-paid-for items that are subsequently located and returned. Replacement items are not accepted in lieu of payment.

**AU Students:** AU's Office of the Registrar will hold all registration permissions and transcripts until all library obligations have been cleared.

**AU Faculty and Staff:** Faculty and staff will not be able to complete the clearing process from AU until all library obligations have been cleared.

**AU Alumni:** AU's Office of the Registrar will hold transcripts until all library obligations have been cleared. An invoice with the charges will be sent, either by email or mail. Borrowing privileges will also be suspended until all library obligations have been cleared.

**Community Borrowers:** An invoice with the charges will be sent, either by email or mail. Borrowing privileges will be suspended until all library obligations have been cleared.

Patrons may pay library fines with their JagCard in person (Reese Library only) or online at <http://bit.ly/reesemail>.

**Minors in the Libraries:** There is restricted access to non-AU affiliated unaccompanied minors between the ages of 14 and 17. Refer to the Use of the Libraries by Minors Policy: <https://www.augusta.edu/compliance/policyinfo/policy/use-libraries-minors.pdf>

Information regarding overdue fines and lost items can be found at:  
[https://www.augusta.edu/library/access\\_services](https://www.augusta.edu/library/access_services)

**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.

**Hours:**

Hours of operation are posted on each Library’s website

Greenblatt Library- <http://www.augusta.edu/library/greenblatt/>

Reese Library Reese Library- <http://www.augusta.edu/library/reese/>

**REFERENCES & SUPPORTING DOCUMENTS**

GIL Express: [http://gil.usg.edu/gil\\_express/information/general-information/](http://gil.usg.edu/gil_express/information/general-information/)

GILFind catalog: <http://gilfind.augusta.edu/>

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 4/30/2019

President, Augusta University and CEO, AU Health System  
Date: 5/3/2019