

# Augusta University

## Policy Library

# Community Borrowers Policy

**Policy Owner:** Library

## **POLICY STATEMENT**

### **Who is eligible for community borrower membership?**

Community Borrowers are defined as Georgia (GA) residents, 18 years of age or older, who are not affiliated with the University System of Georgia. Proof of age, identification, and residence are required. Acceptable proof of age and identification includes any valid government issued picture ID. Acceptable proof of residence includes a GA driver's license or a US Passport along with a piece of mail with the patron's name and Georgia address clearly visible.

### **Cost of Community Borrower membership:**

Community Borrower memberships may be purchased in three-month intervals for \$10 per interval.

### **Access to Materials and Computers:**

All community borrowers will be issued a Community Borrower's card. This card must be presented along with a photo ID each time the patron wishes to check out materials.

Community borrowers will be allowed to check out materials from the Reese Library book collection, including the Confucius Institute Collection and the James H. Smith Memorial Collection, the Reese Library government information collection, and the Greenblatt Library Confucius Institute Collection.

Community borrowers may have a maximum of five books checked out at any given time. Books are checked out for four weeks and may be renewed twice. Any fines on the account will prevent further renewals or checking out of material until fines are paid. Lost items will have the full cost of the late fees, lost item replacement, and lost item processing fees applied to the patron's account. All fees must be paid at the library where the fees were accrued.

All reserve materials are restricted to University-affiliated patrons.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 3259

**Policy Sponsor:** Vice President, Academic and Faculty Affairs

**Originally Issued:** 08/22/2016

**Last Revision:** 01/20/2017

**Last Review:** 02/21/2017

Charging cables, dry-erase markers, and headphones will be available to community borrowers for checkout. Please see the individual library for item check-out lengths and associated overdue fees and restrictions.

Access to the public computers is dictated by the University Libraries Public Computer Procedures.

**Printing:**

Photocopying and printing are available in the libraries.

**Registration:**

Patrons wishing to gain access to a Community Borrower's card must complete a Community Borrower Agreement Form which will outline community borrower privileges.

Upon acceptance of a community borrower patron, a Community Borrower's card will be issued along with a barcode and an expiration date. This card may be renewed every three months for \$10.

**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

**PROCESS & PROCEDURES**

**Who is eligible to use a public computer in the University Libraries?**

Any person, including community borrowers and members of the general public, 18 years of age or older with proof of age, identification, and residence is eligible. For persons under the age of 18, the Use of Libraries by Minor Policy states that those who are 14-17 years old must have a parent/guardian, in person, fill out the consent for minor to use library form. Any person 13 years of age or younger must be accompanied by a parent/guardian to gain access to public computers. The complete Use of Libraries by Minor Policy can be found on the University Policy page (<http://www.augusta.edu/compliance/policyinfo/>).

Acceptable proof of age and identification includes any government issued photo ID. If there is no address or if the address is not current on the identification, a piece of mail with the patron's name and address may be substituted along with a photo ID. The public computers can be used by students and students have first priority over public patrons.

**Registration:**

Patrons wishing to gain access to a public computer must check-in at the information desk where their information will be recorded before being logged onto the public computer by the library staff member working the information desk.

**Computer Access:**

Public patrons are allotted two hours of computer access each day. Patron access to the public computer is guaranteed uninterrupted for one hour. If there is no demand for the computer, the patron may use their second hour immediately. Patrons may request additional time on the public computer once the two hour limit is reached, provided there are no other patrons waiting to use the public computer. Time beyond the guaranteed two hours may be interrupted should another patron request the computer.

The public computers will provide access to the Internet, as well as all library specific databases, e-journals, and e-books that are provided by either Reese or Greenblatt Library.

**Printing:**

Printing and photocopying are available at both libraries.

**REFERENCES & SUPPORTING DOCUMENTS**

Community Borrowers Agreement Form attached

**RELATED POLICIES**

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**APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 02/21/2017