

Augusta University

Policy Library

Community Borrowers Policy

Policy Manager: Library Services

POLICY STATEMENT

Who is eligible for community borrower membership?

Community Borrowers are defined as CSRA 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 driver's license or a US Passport. If a new resident, a photo ID along with a piece of mail with the patron's name and address clearly visible is acceptable. Augusta University alumni and retirees are also considered community borrowers (apart from emeritus faculty).

Cost of Community Borrower membership:

Community Borrower memberships are free and valid for six months before renewal. Patron must be in good standing with the University Libraries in order to renew.

Access to Materials and Computers:

For community Borrowers, their valid state ID will serve as their library card. If a borrower is unable to procure a barcoded ID, they will be issued a Community Borrower's card. The ID on file or their Community Borrower's card accompanied with their ID, must be presented each time the patron wishes to check out library materials. Community borrowers will be allowed to check out materials from the Reese Library book collection, including the James H. Smith Memorial Collection, the Reese Library government information collection, and the Greenblatt Library 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 online through the library where the fees were accrued.

All USG retirees who come to a USG library in person will be allowed check out of library materials with the caveat that the library has discretion over circulating equipment or other special materials.

All reserve materials are restricted to University-affiliated patrons.

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

Printing:

Printing is available at Reese Library.

Office of Legal Affairs Use Only

Executive Sponsor: Dean of Libraries

Next Review:

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 six months as long as the patron’s account is in good standing.

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

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.

REFERENCES & SUPPORTING DOCUMENTS

Identify the documents which must be used to comply with the policy; explain the purpose of each document; attach or provide a hypertext link to each document. Attach or provide hypertext link to any relevant references.

RELATED POLICIES

List all of the policies that may relate to this policy. Provide hyperlinks to each policy.

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 2/17/2023

President, Augusta University

Date: 2/17/2023