

## CSU Libraries Policies for Special Borrowers

The Faculty and Staff on the CSU Libraries welcome you as a Special Borrower. Below is information that will help you understand your Special Borrower privileges. Please note that your Special Borrower's card does have limitations; these are also explained below.

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### YOUR CARD

To validate your Special Borrower's card, you must officially register at the Main Library (Schwab) Circulation Desk. For your registration, please present a picture ID. Note the expiration date on your card; special borrowing privileges are renewable, provided the borrower's account is free of fines or overdue items.

### MATERIALS AVAILABLE FOR LOAN

Books in the general circulating collections of both CSU libraries (Main and Music) are available for checkout to Special Borrowers. Government documents and reserve items are also eligible for checkout. Reference books, DVDs, and periodicals at both libraries do not circulate to users. Special Borrowers may check out scores from the Music Library.

### LOAN PERIOD

The normal loan period is 21 days for the main circulating collections at both CSU libraries (Main and Music). There is no limit to the number of items that can be borrowed at any time. Patrons must present their library card and a picture ID to check out materials.

### RENEWALS

Items may be renewed if there are no other requests for them and if they are not overdue. The number of renewals on an item is limited to two (plus the original check-out period). Telephone renewals may be placed by calling 706-507-8670 on or before the due date with items at hand.

### HOLD REQUESTS

A Special Borrower may place a hold on an item currently charged out by filling out a Hold Request form at the Main Library Circulation Desk. The Library will notify the Special Borrower when the item is returned.

### RETURNING BOOKS

An exterior book-drop is available near the front entrance of the Main Library. There is also a book-drop in the Main Library parking lot. Audiovisual items should not be returned in the book-drop. There are no book drops at the Music Library; borrowed materials must be returned to the Music Library service desk.

### OVERDUE FINES

The fine for regular circulating items is \$.25 per day, with a maximum of \$10.00 per item. Fines for reserve items (with time due indicated) accrue at a rate of \$.60 per hour, with a \$15.00 maximum.

### CHARGES FOR LOST AND DAMAGED MATERIALS

The charge for a lost book is \$35.00 per title with a \$15.00 processing fee, totaling \$50.00. Damaged materials will be assessed case by case.

#### LIBRARY FACILITIES

Special Borrowers, like all community members, are welcome to use the resources of CSU Libraries on site. These resources include the general circulating collections as well as non-circulating collections such as periodicals, reference and the CSU Archives, which houses print and manuscript collections dealing with the history of Columbus and the surrounding area.

The Main Library has computers set aside for non-CSU library users, including Special Borrowers. These computers are located in the Information Commons on the first floor of the library. Patrons at these terminals are offered assistance in information retrieval as well as help in using the computers. Printing from these public terminals is \$.10 a page.

Assistance in the use of GALILEO databases is provided to non-CSU users in the Information Commons. Please note that remote access to the CSU version of GALILEO is NOT provided to Special Borrowers. For remote access to GALILEO, Special Borrowers are encouraged to obtain a valid password from their local Georgia public library.

Special Borrowers and other non-CSU users may also use library equipment, including photocopiers (black & white) and microform reader/printers. The Main Library also has study rooms available for non-CSU users, although CSU students have priority.

#### INTERLIBRARY LOAN

Interlibrary Loan Service is not available to Special Borrowers. Special Borrowers should utilize the Interlibrary Loan Service at their local public library.

#### HOURS

##### MAIN LIBRARY:

During the Semester

Monday – Thursday	7:00a.m. – 2:00a.m.
Friday	7:00a.m. – 5:00p.m.
Saturday	10:00a.m. – 6:00p.m.
Sunday	10:00a.m. – 10:00p.m.

Between Semesters

Monday – Friday	8:00a.m. – 5:00p.m.
Closed Weekends	

##### MUSIC LIBRARY:

During the Semester

Monday – Thursday	9:00a.m. – 11:00p.m.
Friday	9:00a.m. – 5:00p.m.
Saturday	Closed
Sunday	2:00p.m. – 11:00p.m.

Between Semesters

Monday – Friday	9:00a.m. – 5:30p.m.
Closed Weekends	

#### CONTACT INFORMATION:

Main Library Circulation Desk . . . . .706-507-8670

Music Library Service Desk . . . . .706-641-5045

Dean of Libraries Office . . . . .706-507-8681

Main Library Reference Desk . . . . .706-507-8671

CSU Archives . . . . .706-507-8672

For more information please visit the CSU Libraries' website at [library.columbusstate.edu](http://library.columbusstate.edu)

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