

**ATHENS STATE UNIVERSITY LIBRARY
CIRCULATION POLICY
(256) 216-6669**

www.athens.edu/library

HOURS:	Monday through Thursday	8:00 am 10:00 pm
	Friday	8:00 am 5:00 pm
	Saturday	9:00 am 5:00 pm
	Sunday	2:00 pm 5:00 pm

(Hours vary on holidays and between semesters)

**BORROWING LIBRARY
MATERIALS:**

Bring materials to the Circulation Desk with a valid and current student ID card (students) or current photo ID (community). Please check out materials at least 15 minutes prior to closing.

BORROWER'S CARDS:

Cards are issued at no charge to ASU Students, ASU Faculty and Employees, ASU Alumni, current teachers in Athens City and Limestone County schools, and students from colleges with which ASU has reciprocal borrowing agreements (see "Reciprocal Library" section below for a list of these institutions). Cards expire two years from date of issue. Community or high school users are charged a fee of \$20.00 for a 2 year card. An adult signature is required for users under the age of eighteen.

BORROWING LIMITS:

ASU students and employees may check out 15 books at one time. Other patrons are limited to 3 books at one time. **Reference books, periodicals, and special collections** items DO NOT circulate.

LOAN PERIODS:

Library materials circulate for 3 weeks with the exception of items on faculty reserve. Current ASU faculty and staff have extended checkout privileges.

RENEWALS:

Materials may be renewed at the Library, by phone or online. For ASU student online renewal, use the web address: <http://www.athens.edu/library>. Select: "Use Library Services." Select "Renew Library Material." Enter your name and Library barcode. (ASU Students should enter 22115000 and the 6 digit number on the back of the ASU Student ID card.) Click on the "Submit" button. In the box "Items Checked Out" check the box under the "Renew" column. Click on the "Renew Selected Items" button. If you have more than one item to renew, you may choose to click on the "Renew All" button. Students may renew items two times unless the items are overdue, or a Hold has been placed on the item, or the item is a Reserve item. Employees and Alumni may renew items one time unless the items are overdue, or a Hold has been placed on the item. Community users may not renew items. Reserve items cannot be renewed.

**BOOKS CHECKED OUT
OR NOT ON SHELF:**

Materials checked out or not on the shelf may have a recall request placed at the Circulation Desk by the patron. Requested books are subject to recall three weeks after they are borrowed. Books needed for **Reserve** are subject to immediate recall. Borrowers who fail to return recalled books will lose their borrowing privileges. The patron will be notified when a recalled book is available. **FINES:** Overdue fines are 10 cents per day or 25 cents a day for reserve items. Fines of \$10.00 or more will result in academic sanctions and loss

of Library privileges. ASU students' grades will be held until fines are cleared. **Lost book** bills are determined by the replacement cost plus \$10.00 processing fee.

DAMAGED MATERIALS: The Library will determine the cost of repair and the patron will be billed accordingly. Materials that cannot be repaired will be billed as lost items. All damaged materials remain the property of the ASU Library.

RETURNING LIBRARY MATERIALS: Patrons are responsible for all material checked out with their Library cards until the items are properly and safely returned to the Circulation Desk. If the Library is closed, books may be returned in the **Book Depository** located beside the front entrance.

RECIPROCAL LIBRARY BORROWING AGREEMENTS: The ASU Library maintains reciprocal library borrowing agreements with Alabama A&M University, Calhoun Community College, University of Alabama at Huntsville, University of North Alabama, Oakwood College, Wallace State Community College, Northeast Alabama Community College, Snead Community College, Northwest Shoals Community College, and Faulkner University. ASU students must present proof of current enrollment to have borrowing privileges at these libraries. ASU students are subject to all policies and restrictions imposed by the lending institution. Likewise, A&M, Calhoun, UAH, UNA, Oakwood College, Wallace State, Northeast, Snead, Northwest Shoals, and Faulkner students may borrow ASU materials subject to ASU community user Library policies (e.g., checking out 3 items at a time). For questions about reciprocal library agreements, contact the ASU Library Director's office.

LOST & FOUND: Personal items and personal books are held a day or two at the Circulation Desk and then are turned in to the **Security Office**, 233-8222.

INTERLIBRARY LOANS: **Interlibrary loan** service is provided for ASU students, faculty, and staff. ILL forms and assistance are available at the Reference Desk as well as online at: <http://www.athens.edu/library>. Select: "Use Library Services." Select "Request an Article" or "Request a book." ILL requests are limited to 8 per student per semester. Upon receipt of desired items from the lending library, ILLs may be picked up at the Reference Desk. ILLs are available to community patrons at a small charge.

COMPUTER USE: Computers with Internet access are available for educational use at the Library. Use is subject to ASU Computer Access Policy restrictions and may be monitored at any time. No games, chat, or other recreational use are permitted, and workstations are not to be used with the intent to intimidate, harass, or display hostility toward others (e.g. display hate literature, pornography, etc.). Library computers may not be used to load patron's software or download to local drives. During periods of high demand, patrons will be asked to limit use to 30 minutes. Laser printing is available from workstations, and patrons are responsible for all print jobs. With a current ID card, an ASU student is entitled to 150 free pages printed each semester. No refunds will be made for unwanted printing.

HELP:

Desk attendants can assist with many problems. Please ask a Reference Librarian for assistance or instruction in the use of the Library and for questions relating to general Library policy.

MISCELLANEOUS:

Suggestions for Library materials and improvements are welcomed from students, faculty and community patrons. **No tobacco use, eating, or drinking** is allowed in the Library. **Cell phones** must be turned **OFF** in the Library.

Revised 09/10/09