



Library Circulation Procedures

Circulation Desk: (256) 216-6669
circdesk@athens.edu

HOURS:

Monday through Thursday	8:00 am - 9:00 pm
Friday	8:00 am - 5:00 pm
Saturday	9:00 am - 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), current Alumni Association card (Alumni) 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 Athens State University students, faculty and employees, Athens State University Alumni Association members, current teachers in Athens City and Limestone County schools, and students from colleges with which Athens State University 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. (Graduates of Athens State who have not paid the Alumni Association dues are considered community members.)

Reciprocal Library Borrowing Agreements

The Athens State University Library maintains reciprocal library borrowing agreements with

- Alabama A&M University
- Calhoun Community College
- Faulkner University
- Oakwood College
- Northeast Alabama Community College
- Northwest-Shoals Community College
- University of North Alabama
- Wallace State Community College

When Athens State students visit one of these libraries they must present proof of current enrollment to have borrowing privileges at these libraries. Athens State University students are subject to all policies and restrictions imposed by the lending institution.

Likewise, students from these schools may borrow Athens State University materials subject to Athens State University **community user** Library policies (e.g., checking out 3 items at a time). For questions about reciprocal library agreements, contact the Athens State University Library Director's office.

Borrowing Limits

- Undergraduate students and employees may check out 15 books at one time.
- Faculty and graduate students may check out 30 books at one time.
- Alumni Association members, teachers, reciprocal guests, community and high school card holders are limited to 3 books at one time.
- Reference books, periodicals, and special collections items DO NOT circulate.

Loan Periods

- 3 Weeks: alumni, teachers, reciprocal guests, community and high school users
- 4 Weeks: undergraduate students
- 6 Weeks: graduate students and staff
- 12 Weeks: faculty
- Reserve items are marked with their individual loan periods based on the instructor's preference (In library use only, 1 day, 3 days, and 5 days).

Book Holds

Materials checked out or not on the shelf may have a hold request placed at the Circulation Desk by the patron.

Renewals

Materials may be renewed at the Library, by phone or online. A link to online Renewals is available from the Library Use dropdown on the main library page. Students, employees, alumni, and community may renew items two times unless the items are overdue, or a Hold has been placed on the item. Reserve items cannot be renewed. Interlibrary Loan materials may not be renewed online, but must be requested through the ILL office. The lending library determines renewals for Interlibrary Loan materials.

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.

Damaged Materials

When materials are brought back damaged, 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 Athens State University Library. Damage can include but is not limited to torn pages, infestation, marked pages, spine damage, and water damage.

Fines

Overdue fines are 10 cents per day or 25 cents a day for reserve and rental items. Fines of \$10.00 or more will result in academic sanctions and suspension of Library privileges. Athens State University students' grades will be held and they will not be able to register until fines are cleared. In addition, students will be unable to add or drop classes, cannot graduate, or receive diplomas or transcripts. Lost book bills are determined by the replacement cost plus a \$10.00 processing fee.



Lost & Found

Personal items and personal books are held at the Circulation Desk until they are turned in to the Security Office, 233-8222.

Interlibrary Loan

Interlibrary loan service is provided for Athens State University students, faculty, and staff. The online request forms are available under the Library Use dropdown menu on the main library page. Upon receipt of desired items from the lending library, ILLs may be picked up at the Reference Desk. For more information, please see Interlibrary Loan Procedures.

Computer Use

Computers with Internet access are available for educational use at the Library. Use is subject to Computer Technology Acceptable Use 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, students will be asked to limit use to 30 minutes.

Laptops for in library use ONLY are available for student check out at the Reference desk. Please have an id with you, since you will need to leave it at the desks to borrow the laptop.

Printing is available from workstations, and patrons are responsible for all print jobs. Community and Alumni members are charged 25 cents per page to print in the library. No refunds will be made for unwanted printing.

Miscellaneous

Suggestions for Library materials and improvements are welcome
No smoking, tobacco use, or use of vapor or e-cigarettes is allowed in the Library.
Please place cell phones in silent mode in the Library.