



POLICIES AND PROCEDURES

Policy Subject: Circulation Policy

Policy Number: AA.LIB.200.04

Rationale

All Brenau faculty, students and staff are entitled to adequate access to the library collections, research materials, instruction, and other services. Most of the library's collections circulate, although some collections may have limited circulation, such as audio-visual materials, and some material do not leave the library building, such as the special collections.

Patrons and Privileges

Individuals may use library resources and borrow materials according to their affiliation with Brenau. Computers and network access provided in the library are available to authorized users as determined by the policies of the Information Technology Department depending upon their affiliation with Brenau.

Patrons requesting an account should provide a photo ID, name, 6-digit Brenau Institutional ID number (if applicable), local address, telephone number, and an email address. The following is a list of patron groups who may use physical library resources and borrow materials. Borrowing privileges vary according to the group.

Patron Groups:

- Brenau Students
- Thesis Students
- Faculty/Staff
- Courtesy Cardholders
- Immediate family (spouse & children) of faculty/staff
- Brenau Trustees and Board of Advisors
- Alumni
- BULLI members
- Students/Faculty/Staff with a valid ARCHE card
- University of North Georgia students affiliated with the Gainesville Theatre Alliance (GTA) with NGU ID
- Professor Emeritus of Brenau

Students not residing in Hall County or not attending classes on the Gainesville campus have extended check-out privileges.

Renewals: Renewals may be requested by any patron in person, by telephone or by email. One renewal is generally allowed unless there is a hold placed by another patron. Renewals of materials obtained from other libraries via information delivery services may be requested through the information delivery staff. Students not residing in Hall County or not attending classes on the Gainesville campus may also request renewals through the information delivery staff.

Browse Books: The browse book collection of popular fiction and non-fiction is available.

Course Reserves: The circulation period of materials placed on course reserve is designated by the course professor and based on options offered by the library.

Media: CDs, videotapes, and DVDs may leave the library when checked out to faculty and staff. Students may check out and use media items in the library. Media-equipped carrels are available in the library for student use. Individuals occupying the designated media-equipped carrels who *are not using media* may be asked to relocate if no other stations are available and there is a need for the equipment.

Periodicals: Faculty may check out periodicals.

Reference Books: Faculty may check out reference books. If the item requested is available in multiple collections, it will be checked out first from the circulating collection, then reference, and finally ready reference.

Holds: Patrons may request that materials be held for pick-up. If not picked up by the agreed-upon date, the materials will be made available to other patrons. Reserves may not be placed on hold.

Information Delivery: Please see the Information Delivery Policy.

Patron Responsibilities

Late Fines: Patrons are asked to return or renew materials by the date stamped on the due date slip, so the materials will be readily available to others. Patrons who return materials to the library desk or book drop after the due date/time will be assessed late fines according to the current schedule of fines.

Lost Materials: Patrons who lose materials or do not return materials within a reasonable period after the due date will be charged the replacement cost of the material and a processing fee.

Damaged Materials: Patrons are expected to exercise reasonable care when using library materials. Patrons may be assessed the replacement and processing costs if, in the assessment by the Collection Development Librarian, the material condition is such that it is no longer usable by others.

Holds: Registration and transcript holds will be placed on the records of students who do not pay fines within a semester.