

SOUTH GEORGIA STATE COLLEGE LIBRARIES COMMUNITY USE POLICY

Persons from the surrounding communities are welcome to use the facilities of the South Georgia State College (SGSC) Libraries on the Douglas and Waycross campuses for research and study purposes in accordance with the following policies.

BUILDING ACCESS

- Access to the SGSC Libraries is granted to any person age 16 or older during the libraries' operating hours.
- Per institution policy, visitors under the age of 16 must be accompanied by a parent/guardian at all times.

LIBRARY SERVICES

- Use of the library's collections within the library facility
- Reference and referral assistance as time permits
- Check out of circulating books and audiovisual material with current library card
- Use of computers designated for public use (time limit)

BORROWING GUIDELINES

- Eligible community users (18 years and older in good standing) may check out circulating materials with a valid SGSC Community Patron Library Card.
- **First time users applying for a library card must fill out the Library Materials Use and Registration Form.**
- A \$5.00 per year SGSC Community Patron Library Card may be purchased by showing a valid picture ID that includes date of birth. Cards are valid one (1) year from date of purchase.
- Minors (ages 7 through 17) may check out materials on their parent or guardian's library card if the parent/guardian fills out a Consent for Minor to Use Library form. Upon signing the form, the parent/guardian acknowledges responsibility for items placed on the card by the authorized minor.
- Library books circulate for a loan period of three (3) weeks, with a maximum of three (3) titles checked out at any one time and No Renewal.
- Failure to return library materials by the due date will suspend circulation privileges until items are returned.
- Lost or damaged materials will incur a replacement cost of the item in addition to a processing fee for each item lost or damaged.

COMPUTERS

- Computer usage is permitted for one-hour sessions on the computers designated for community patrons. Users must adhere to all SGSC and USG Acceptable Use policies, including the Libraries' General Rules for Computer Usage, subject to suspension or revocation of library and/or computer privileges for non-adherence.

- **First time users (not having a community card) must fill out a Computer Usage Registration Form and will be assigned a unique patron number.**
- Users must sign in when using a computer on the log located at the Circulation Desk using their assigned Patron Number.
- Community users may utilize the WEPA printing service by placing money on a WEPA account (minimum \$5.00). WEPA printers are located in each library.

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