

# Borrowing Materials

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# Undergraduate Students

A physical or digital ID is required to check out materials.

- Undergraduate students may borrow a maximum of 20 items at any given time.
- 30 day loan period for most books.
- Reserve items have shorter loan periods. For example, markers have a four hour loan period.
- There are no late fines for General Collection books. However, a hold will be placed on all accounts with late materials, which may cause a borrower to be blocked from checking out items, registering for classes, or getting transcripts. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned.

# Graduate Students

A physical or digital ID is required to check out materials.

- Graduate students may borrow a maximum of 40 items at any given time.
- 45 day loan period for most books.
- Reserve items have shorter loan periods. For example, markers have a four hour loan period.
- There are no late fines for General Collection books. However, a hold will be placed on all accounts with late materials, which may cause a borrower to be blocked from checking out items, registering for classes, or getting transcripts. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned.

# Faculty

A physical or digital ID is required to check out materials.

- A faculty member may send a GA to the Library to borrow materials, but they must have the faculty member's A-State ID card with them each time they borrow materials on behalf of the faculty member.
- End of current semester due date for most books.
- May have a maximum of 50 items checked out at any given time.
- Periodicals are loaned to A-State faculty on an overnight basis only.
- There are no late fines for General Collection books. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned. When leaving or retiring for the university, staff must return all materials borrowed from the Library and must pay any accumulated Library fees.
- Faculty may request items be delivered to them, picked up from them, retrieval from storage, or held at the Service Desk through our [Delivery, Pickup or Retrieve and Hold Form](#).

*Why only two renewals?*

All library materials, including books, are considered to be state property by the State Auditor. Therefore for inventory purposes, library personnel must physically see each item at least once per year. But don't worry! You don't have to cart huge collections of books to the Library. [Request a pickup](#) and we can come to you and retrieve any items that need to be returned. We can even check the item(s) back to you and return them to you!.

# Staff

A physical or digital ID is required to check out materials.

- End of current semester due date for most books.
- May borrow a maximum of 25 items at any given time.
- There are no late fines for General Collection books. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned. When leaving or retiring for the university, staff must return all materials borrowed from the Library and must pay any accumulated Library fees.
- Staff may request items be delivered to them, picked up from them, retrieval from storage, or held at the Service Desk through our [Delivery, Pickup or Retrieve and Hold Form](#).

# Retired Staff and Faculty

## Retired Staff

- Must present a valid state issued photo ID.
- Must complete a [Community Borrowers Application Form](#) online or at the Service Desk before borrowing privileges can be enabled.
- May have a maximum of two items checked out at any given time.
- 30 day loan period for most books.
- 3 day grace period beyond the due date before fines are assessed.
- There are no late fines for General Collection books. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned.

## Retired A-State Faculty

- Must present a valid state issued photo ID.
- Must complete a [Community Borrowers Application Form](#) online or at the Service Desk before borrowing privileges can be enabled.
- May have a maximum of two items checked out at any given time.
- 30 day loan period for most books.
- 3 day grace period beyond the due date before fines are assessed.
- There are no late fines for General Collection books. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned.

## Emeritus A-State Faculty

- Must present a valid state issued photo ID and Emeritus card.
- Must complete a [Community Borrowers Application Form](#) online or at the Service Desk before borrowing privileges can be enabled.
- May have a maximum of 10 items checked out at any given time.
- 30 day loan period for most books.
- 3 day grace period beyond the due date before fines are assessed.
- There are no late fines for General Collection books. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned.

# Community Borrowers

Members of the community, aged 18 and up, may apply for a Community Borrower Card. You can complete the Community Borrower application in person or [online](#). Please note that we require a copy of your photo ID.

- Must present a valid state issued photo ID.
- Must complete a [Community Borrower's Application Form](#) either online or fill out the paper form and sign it at the Circulation Desk.
- If the application is approved, a Community Borrower Card will be mailed to the applicant. The applicant may not borrow any materials until they receive their Community Borrower's Card.
- If the application is not approved, the applicant will be contacted and given the reason for the denial of borrowing privileges.
- Community borrowers may check out 2 items for a maximum 30 day loan period.
- 3 day grace period beyond the due date before fines are assessed.
- The borrower must be 18 years of age or older.
- There are no late fines for General Collection books. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned.

# How to Check Materials Out

Your A-State ID is your library card! All current students, faculty, and staff can use their physical or digital ID to check materials out from the round Service Desk on the main floor of the library. Please note that we cannot check material out without an ID.

Most items books, DVDs, and CDs in the Library can be checked out except for journals, reference materials, and items from the 7th floor Archives & Special Collections. You can also check out whiteboard markers from the Service Desk.

Members of the community, aged 18 and up, can check out materials by completing the the [Community Borrower application](#). Please note that we require a copy of your photo ID.

# How Do I See What I Have Checked Out?

You may check your library record by going to the library homepage and clicking on the "[View Account](#)" link.

In the ID field, make sure to add a 7 in front of your ID number.

# Returning Materials

Items that were checked out at the Service Desk may be returned at several locations. There is a book drop located at the Service Desk, one book drop located adjacent to the south entrance of the library, a book drop located to the east of the north entrance of the library, and a book drop in the south parking lot next to the bus stop. The outdoor book drops are available 24 hours a day, seven days a week.

# Renewing Items

Most items may be renewed twice, unless another patron has requested the item(s). Items must be renewed before the due date. **We recommend that you renew the day before the due date.**

You may renew items by visiting the Library Service Desk or through the online catalog by logging in and choosing "[My Library Account](#)."

Once an item is past the due date, you will need to bring it to the Service Desk. Library staff can then remove the item from your account and check it back out to you. If you have already renewed an item twice, then you will need to bring it to the Service Desk to be removed from your account and checked back to you. This process will also reset the renewal limit for you.

# Reserve Items

When an instructor places physical items on reserve, they are kept behind the Library Service Desk on the main floor of the Library. Reserved items are shelved by professors' names, so make sure you know who your professor is!

# Holds/Recalls

Patrons who need a book that is checked out to someone else may stop by the Service Desk with a valid A-State ID to place a recall or hold request on that book. When the item has been returned, a notice will be sent out to the person who requested the hold or recall. The book(s) will be held at the Service Desk for 10 days. If they are not picked up by the 10th day, then they will be re-shelved.

All circulating books are subject to recall by another user. When a recall is issued, the original due date is cancelled and a new due date is established. Books that are overdue and that have been recalled are subject to immediate recall fines. Recall fines are \$1.00 per day.

Failure to receive a recall notice (due to travel, sabbatical, illness, or problems with mail delivery, for example) does not excuse faculty/staff, students, or other borrowers from paying recall fines. Fines will accrue \$1.00 per day until the books have been returned.

# Fines/Lost Items

There are no late fines for General Collection books. However, a hold will be placed on all accounts with late materials, which may cause a borrower to be blocked from checking out items, registering for classes, or getting transcripts. After items are 90 days past due, there will be a replacement cost including a \$10 processing fee assessed for each item that is not returned. If late items are returned between 90 and 180 days past due, any holds and replacement costs will be removed from the borrower's account. Refunds are not available for items returned more than 180 days past the due date. If you return items late, please make sure to let the Service Desk know so we can verify that holds and charges are removed as this is not an automated process.

In order to graduate or withdraw from the University, students must return all materials borrowed from the Library and must pay any accumulated Library fees. Your circulation records at the A-State Library are confidential.

# Damaged Items

The borrower is responsible for all material checked out on their record and should point out any noticeable damage to items before checking them out. Borrowers who return library items that are damaged will be assessed a service charge based on the cost of repairing the item. If the book cannot be repaired, the "Lost Item" replacement charge will apply. Charges will vary and payment is the responsibility of the patron that borrowed the item on their ID Card.

# Missing Items

If OneSearch or the online catalog shows that an item has not been checked out but the item cannot be located, you may request staff to search for the item. Please visit the Service Desk for a Missing Book Form.

After the item has been located, the user will be notified. Material will be held at the Service Desk for 2 days. If the user has not contacted the Service Desk within the time allowed, then the item will be re-shelved.

# Does the Library Have Textbooks?

While the library may occasionally have a textbook that is being used in an A-State course, the Library is unable to purchase or request adopted textbooks.