

# 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!.

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