



Library Circulation Procedures

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

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, 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
2 year institutions

- Calhoun Community College
- Coastal Alabama Community College
- Gadsden State Community College
- J. F. Drake State Community College
- Jefferson State Community College
- Lurleen B. Wallace Community College
- Northeast Alabama Community College
- Northwest-Shoals Community College
- Snead State Community College
- Wallace Community College Selma

4 year institutions

- Alabama A&M University
- Oakwood University
- Troy University
- University of North Alabama
- University of West Alabama

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 staff 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. Only currently enrolled students, faculty and staff may request holds on items.

Renewals

Materials may be renewed at the Library, by phone or online. A link to online Renewals is available from the right navigation menu 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. For more information about renewals, please see the Renew Library Materials box on the [Accessing the Library: OneSearch Features](#).

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 to the right.

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 or 25 cents per day for reserve and rental items depending on the item. Fines of \$10.00 or more will result in academic sanctions and suspension of Library borrowing privileges. Sanctions include holding of student grades and the inability of students to register, add/drop classes,



graduate, receive diplomas, and order transcripts. Patrons may use the computers if their accounts are blocked.

If fines are accrued by students from reciprocal institutions, their respective institution's registrar will be notified via email and the appropriate sanctions will be applied.

Lost book bills are determined by the replacement cost plus a \$10.00 processing fee. We will not accept replacement copies purchased by a library patron.

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 and procedures are available on the [Resources/Interlibrary loan](#) page from 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 about requesting items through Interlibrary Loan, please see the Request a Book through Interlibrary loan box on the [Accessing the Library: OneSearch Features](#)

Computer Use

Computers with Internet access are available for educational use at the Library. Please see the Computer Use Policy for more information.

Printing

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.