

SOUTH GEORGIA STATE COLLEGE LIBRARIES CIRCULATION SERVICES AND POLICIES

South Georgia State College students, faculty, and staff have access to a variety of print, media, and electronic resources through direct and shared ownership, membership, and subscription in the two campus Libraries: Douglas and Waycross. The SGSC Libraries provide library users with 24/7 access to an electronic catalog which searches SGSC library holdings as well as the combined holdings of the University System of Georgia Library's holdings.

GIL EXPRESS. If a book is not available in the SGSC Libraries' collection, eligible patrons may borrow books from one of the other USG Libraries. This service is known as Gil Express and is available to currently registered SGSC and USG students and to currently employed SGSC and USG faculty and staff. Eligible users in good standing at their home library can self-request an item within the catalog with the option of selecting both the pick-up and the drop-off library location.

INTERLIBRARY LOAN. If the SGSC Libraries or the University System Libraries do not own the specific items needed, the item may be requested from other U.S. libraries via Interlibrary Loan. This service is available to current SGSC students, faculty and staff whose accounts are in good standing. The Interlibrary Forms (books, journal articles) are available from the SGSC Library web site. When filling out Interlibrary Loan forms, be sure to provide complete information. Occasionally, articles may have associated costs generated by the forwarding library. These costs are the responsibility of the patron.

COURSE RESERVES are materials that instructors place in the Library for the use of their students. These may be items owned by the instructor, such as copies of class notes or tests, or materials owned by the Library. Often, the instructor's syllabus will reflect which items are on reserve.

Reserve items are kept behind the Circulation Desk (Douglas and Waycross) for easy access. They normally check out for two hours and may be renewed if no one is waiting to use the reserve items. Reserve materials do not check out from the library.

CIRCULATING MATERIALS. Many items owned by the SGSC Libraries can be checked out from the libraries for varied periods of time depending upon both the patron type (student, faculty/staff, community) and material type.

Eligible users include:

- Current SGSC students, faculty, and staff as substantiated by a current picture ID and verified by registration records
- Retired SGSC faculty and staff with proper picture ID
- Current USG students, faculty, and staff with a home institution ID card or other picture ID

- Wiregrass Technical College students, faculty, and staff with a current WTC ID card or other picture ID and verified by appropriate Technical College records
- Registered community users
- Users should have no outstanding fines or fees or unreturned materials

Students must return all library materials by applicable due dates and prior to withdrawing from SGSC. Faculty/staff must return all library materials by applicable due dates and prior to leaving the employ of SGSC (before last day worked).

Renewals of circulating SGSC materials may be renewed by SGSC and USG students, faculty, and staff if they are not overdue and if there are no recalls or holds for the materials. Renewals may be made at either Circulation Desk (Douglas, Waycross) or via Self-renewal. SGSC students, faculty, and staff may renew their books TWO times and Media one time, if the renewal date does not exceed the end of the term due date. Gil-Express and Interlibrary Loan materials are subject to the policies of the lending library.

LOST AND DAMAGED MATERIALS. All patrons are responsible for the replacement costs of SGSC library materials that are not returned plus a **non-returnable** processing fee. If lost materials are later found and returned after payment of all fees, **the replacement cost of the item will be returned but NOT the processing fee.**

All patrons are responsible for damage to SGSC library materials which occur while in their possession. Damaged materials will be assessed upon return to the library. Damaged materials are the property of SGSC Libraries and the State of Georgia and are not returned to the patron.

Different fines and fees may apply to items borrowed through Gil Express and Interlibrary Loan. Patrons are liable to the owning library for costs incurred according to that library's policies.

BANNER HOLDS. SGSC students with outstanding library fees and overdue books, including those borrowed through Gil Express and Interlibrary Loan, will have a Banner hold placed upon their student account until all obligations are cleared. SGSC faculty and staff may also have holds placed on them in Banner for outstanding library obligations.