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 in accordance with the following policies.

LIBRARY SERVICES
- Use of reference materials (non-circulating items) within the library facility
- Reference and referral assistance as time permits
- Photo-copier service and microform reader-printer (fee)
- Check out of circulating books and audiovisual material (limit)
- 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 two (2) weeks, with a maximum of three (3) titles checked out at any one time. Material may be renewed one (1) time unless a hold is placed upon the item.
- 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.**
- 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). The library has 2 WEPA printers.

Revised January 2023