

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 for research and study purposes in accordance with the following policies.

BUILDING ACCESS

- Access to the SGSC Libraries is granted to community users during the libraries' operating hours.
- Per institution policy, children under the age of sixteen (16) must be accompanied by a parent/guardian at all times.

LIBRARY SERVICES

- Use of the library's collections within the library facility
- Reference and referral assistance as time permits
- Check out of circulating books and audiovisual material with current library card
- Use of computers designated for public use (time limit)

BORROWING GUIDELINES

- Eligible community users [eighteen (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 Material Card Application.**
- A \$5.00 per year SGSC Community Patron Library Card may be purchased by showing a valid state issued ID that includes date of birth. Cards are valid one (1) year from date of purchase and may be renewed if account is in good standing.
- Library books circulate for a loan period of three (3) weeks, with a maximum of three (3) titles checked out at any one time and No Renewal.
- 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

- Community patrons may use library computers designated for community use for sessions of up to one (1) hour or longer if others are not waiting to use the computer.
- First time users (not having a community card) must fill out and sign a Community Patron Computer Usage Registration form and will be assigned a unique Patron Number.
- Users must sign in when using a computer on the log located at the Circulation Desk using their assigned Patron Number.
- A parent or guardian may give permission for their minor children between the ages of twelve (12) and seventeen (17) to use a library computer by filling out a Consent for Minor to Use Library Computers form. Minors under the age of sixteen (16) must be attended

and supervised by the parent or guardian. All eligible minors must sign in using their parent's Patron Number before accessing a computer.

- Community users may utilize the WEPA printing service by placing money on a WEPA account (minimum \$5.00). WEPA printers are located in each library.
- Users must adhere to all SGSC and USG Acceptable Use policies and follow the Libraries' Computer Use Guidelines subject to suspension or revocation of library and/or computer privileges for non-adherence.

Revised June 30, 2026