



Library Circulation Procedures

(256) 216-6669

HOURS:	Monday through Thursday	8:00 am - 9:00 pm
	Friday	8:00 am - 5:00 pm
	Saturday	9:00 am - 5:00 pm

(Hours vary on holidays and between semesters)

BORROWING LIBRARY MATERIALS

Bring materials to the Circulation Desk with a valid and current student ID card (students) 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, Athens State University Faculty and Employees, Athens State University Alumni, current teachers in Athens City and Limestone County schools, 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.

BORROWING LIMITS

Athens State University students and employees may check out 15 books at one time. Other patrons are limited to 3 books at one time. **Reference books, periodicals, and special collections** items DO NOT circulate.

LOAN PERIODS

Library materials circulate for 3 weeks with the exception of items on faculty reserve. Current Athens State University faculty and staff normally have extended checkout privileges.

RENEWALS

Materials may be renewed at the Library, by phone or online. For Athens State University student online renewal, use the web address: <http://www.athens.edu/library>. Select: "Use Library Services." Select "Renew Library Material." Enter your name and Library barcode. (Athens State University Students should enter 22115000 and the 6 digit number on the back of the Student ID card.) Click on the "Submit" button. In the box "Items Checked Out" check the box under the "Renew" column. Click on the "Renew Selected Items" button. If you have more than one item to renew, you may choose to click on the "Renew All" button. Students may renew items two times unless the items are

overdue, or a Hold has been placed on the item, or the item is a Reserve item. Employees and Alumni may renew items one time unless the items are overdue, or a Hold has been placed on the item. Community users may not renew items. Reserve items cannot be renewed.

BOOKS CHECKED OUT OR NOT ON SHELF

Materials checked out or not on the shelf may have a recall request placed at the Circulation Desk by the patron. Requested books are subject to recall three weeks after they are borrowed. Books needed for **Reserve** are subject to immediate recall. Borrowers who fail to return recalled books will lose their borrowing privileges. The patron will be notified when a recalled book is available.

FINES

Overdue fines are 10 cents per day or 25 cents a day for reserve items. Fines of \$10.00 or more will result in academic sanctions and loss of Library privileges. Athens State University students' grades will be held until fines are cleared. **Lost book** bills are determined by the replacement cost plus \$10.00 processing fee.

DAMAGED MATERIALS

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.

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.

RECIPROCAL LIBRARY BORROWING AGREEMENTS

The Athens State University Library maintains reciprocal library borrowing agreements with Alabama A&M University, Calhoun Community College, University of North Alabama, Oakwood College, Wallace State Community College, Northeast Alabama Community College, Snead Community College, Northwest-Shoals Community College, and Faulkner University. Athens State students 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, A&M, Calhoun, UAH, UNA, Oakwood College, Wallace State, Northeast, Snead, Northwest-Shoals, and Faulkner students 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.

LOST & FOUND

Personal items and personal books are held a day or two at the Circulation Desk and then are turned in to the **Security Office**, 233-8222.

INTERLIBRARY LOANS

Interlibrary loan service is provided for Athens State University students, faculty, and staff. ILL forms and assistance are available at the Reference Desk as well as on-line at: <http://www.athens.edu/library>. Select: "Use Library Services." Select "Request an Article" or "Request a book." ILL requests are limited to 8 per student per semester. Upon receipt of desired items from the lending library, ILLs may be picked up at the Reference Desk.

COMPUTER USE

Computers with Internet access are available for educational use at the Library. Use is subject to Computer Technology Acceptable Use Policy restrictions and may be monitored at any time. No games, chat, or other recreational use are permitted, and workstations are not to be used with the intent to intimidate, harass, or display hostility toward others (e.g. display hate literature, pornography, etc.). Library computers may not be used to load patron's software or download to local drives. During periods of high demand, patrons will be asked to limit use to 30 minutes. Printing is available from workstations, and patrons are responsible for all print jobs. With a current ID card, an Athens State University student is entitled to 200 free pages printed each semester. No refunds will be made for unwanted printing.

HELP

Desk attendants can assist with many problems. Please ask a Reference Librarian for assistance or instruction in the use of the Library and for questions relating to general Library policy.

MISCELLANEOUS

Suggestions for Library materials and improvements are welcomed from students, faculty and community patrons. **No smoking, tobacco use, or use of vapor or e-cigarettes** is allowed in the Library. **Cell phones** must be turned **off or placed in silent mode** in the Library.