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
- Use of photo-copier 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.
- 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.
- 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.
- 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 $10.00 processing fee for each item lost or damaged.

COMPUTERS
Computer usage is permitted for one-hour sessions on the computers designated for community patrons. First time users must fill out the Community Patron Computers Usage Agreement. Users must adhere to all SGSC and USG Acceptable Use policies subject to suspension or revocation of library and/or computer privileges for non-adherence.

I, ______________________ (print name), have read, understand, and agree to abide by the terms in the SGSC Community Use Policy this _____ day of ________, 19______.

_________________________________  ______________   ______________
Address                               Telephone       E-mail

Signature

Revised April 3, 2019