

## Circulation Policies

The following circulation policies are for the Simon Schwob Library only. For information about Music Library circulation see the Music Library Circulation Policies.

1. Columbus State University Library loan privileges are limited to faculty, students, and staff of Columbus State University and University System of Georgia institutions; and authorized non-Special Borrowers. A current CSU ID or validated Borrowers' card and a picture ID must be presented to borrow materials, except for circulating government documents which may be checked out by any member of the community. Items will be loaned only to the person to whom the ID card is issued.
2. The loan period for books and scores is three weeks with two automatic renewals, provided the item has not been requested by another library user. The loan period for reserve materials is designated on each item and is usually limited to a "2-hour room use," "24 hour," "overnight," or "3 day" loan period. Loan periods are set by the instructor who puts the item on reserve. Reserve items may not be renewed. Reference materials, microforms, and periodicals may not be taken from the library; copying equipment is available.
3. Laptop loans of three hours can be checked out but must remain in the building. Laptops can only be borrowed by CSU students, staff, and faculty. Students may be liable for replacement charges if the laptop is stolen or damaged while checked out to them.
4. Laptop loans of 24 hours are available daily at the Service Desk using your CSU ID. Although the loan period is 24 hours, these laptops can be renewed daily, depending on the number of laptops available for check-out. In-person laptop renewals are recommended, but please have the laptop bag and cord with you. Laptops may not be renewed online. Laptops can be renewed over the phone on a case-by-case basis. Please return the laptop early or renew your loan before the due date.
5. By prompt return or renewal materials, a student may avoid being charged with lost item fees. Materials with outstanding hold requests are not allowed to be renewed. Students with outstanding materials or fines will be sent one email after the item is overdue. If the item is not returned, fines incurred and the student will not be permitted to register for the next term, receive a transcript, or graduate until the debt is settled. Two book drops are outside the Simon Schwob Memorial Library for return of materials when the library is closed.
6. The charge for lost library materials, except laptops, is a standard replacement cost of \$35 for the lost item plus a processing fee of \$15 per lost item. If the borrower finds and returns a lost item within the same fiscal year in which payment was made, a refund will be issued. The standard replacement fee of \$35 applies only to books owned by CSU Libraries (excluding media items, ILL, or GIL Express).

### CSU Faculty/Staff Circulation Policies

Material	Checkout Period	Number of Renewals
Books	90 days	2
Media	7 days	2
Reserves	2 hours	None