

Music Library Circulation Policies

CSU Students

Material	Checkout Period	Fines	Number of Renewals
Books and Scores	3 Weeks	\$0.25 per day	2
Music Media (CDs, LPs, Cassettes, Videos)	1 day	\$2.00 per day	2
Music Reserve	2 hours	\$1.00 per hour	None
24-Hour Laptops	24 hours	\$2.00 per hour	None

CSU Faculty/Staff

Material	Checkout Period	Number of Renewals
Books and Scores	90 days	2
Music Media (CDs, LPs, Cassettes, Videos)	7 days	2
Music Reserve	2 hours	None

Replacement Fees

Effective February 1, 2006, standard replacement fees are as follows:

Print Material

Books: \$35 per item

Scores: \$35 per item

Media

Audio: \$20 per disc or tape

Audio-visual: \$35 per disc or tape

Laptops: UITS will provide a fair market value for these fees.

PLEASE NOTE: For lost or damaged media, the standard replacement cost is multiplied times the number of discs or tapes in the set, not on the number of discs or tapes missing within the set.

The processing fee for lost items is \$15 per item.

These charges do not apply to lost GIL Express books.

General Circulation Information

Reference materials, historical editions, microform, and journals generally do not circulate. Patrons maintaining current CSU alumni membership should consult staff for details on library privileges. Non-CSU patrons may use the collection on site, though use of the equipment or media requires a current picture ID.

CSU patrons may check out circulating items at the Simon Schwob Memorial Library in person on the main campus or request that items be transferred to the Music Library. Transferring items between campuses typically takes a few business days.

CSU patrons may examine their library account information or renew items online by clicking on the "My Library Account" button on the main library webpage. Patrons may also renew items in person or by telephone (706-641-5045) during normal operating hours.

All regular circulating items are limited to two renewals, unless requested by another library user. After two renewals, items must be returned to the library. Fines and fees must be paid in person at the Simon Schwob Memorial Library, or online using the [payment portal](#).

For more information, please review the [CSU Libraries Circulation Policies](#).