

SPECIAL BORROWING PRIVILEGES POLICY

Eligibility

Indirect relationship to GSU or the local regional, state government. This category would include:

- Retired faculty from another USG institution
- State of Georgia government administrative/professional staff
- City of Atlanta government administrative/professional staff
- Local County government administrative/professional staff
- Local Federal government administrative/professional staff
- Faculty or professional staff of public school system in the greater Atlanta Area

No current affiliation with GSU or the local, regional, state government, with a demonstrated need to use the GSU Library collections. This category would include:

- Enrolled student or faculty member from higher education institution outside of Georgia
- Current student or faculty member from a private non-consortia higher education institution within the State of Georgia (**this does not include ARCHE patrons**)
- Scholar living in the greater Atlanta geographic area

In addition, a fee is required for those borrowers with no current affiliation with GSU.

Requirements

Decisions regarding eligibility for a Special Borrower Card will be made by authorized staff in the Library Administration Office (LAO) Atlanta campus. The following requirements must be met by each individual requesting special borrowing privileges:

- Proof of local residence/current address
- Proof of current enrollment or current employment, where appropriate

Validation

A record of each Special Borrower Card issued will be retained in the LAO. A library barcode will be affixed to each card by library staff at the initial circulation transaction. Identification must be presented at the time of each circulation transaction in order to validate the cardholder.

Special Borrowers Privileges

Georgia State University Library extends circulation privileges, in a limited way, to special patron audiences. In each case, a requestor must document a relevant need to borrow from the collections of Georgia State University Library.

- Only five (5) books may be checked out at any given time.
- Privileges are valid for a designated period of time; an expiration date will appear on the Special Borrower card.
- Special Borrowers privileges does not extend to interlibrary loan or GIL Express privileges.
- Special Borrower card holders may use most databases on designated computers within the library. This does not extend to off campus access to library databases.

Initially drafted 05/20/1999 by AUL, Public Services. Revised and updated 03/21/2005 by AUL, Public Services; reviewed 03/22/2005 by LibAdmin; approved 04/14/2005 by LAC. Revised by ad-hoc committee and approved by LAC 05/11/10. Note change in title from Affiliate & Special Borrowers Policy to Special Borrowing Privileges Policy. LAC approved revisions 09/13/16.