

Library Access Policy - FAQs

October 2009

I am a GSU student. With the revised Library Access policy, can my spouse and children visit the library with me on the weekend?

Minor children (those under age 16) can accompany a parent, but the parent will need to have the required form of ID in order to be admitted to the library. Spouses who do not meet the access policy criteria will not be admitted.

As GSU alumni can I bring my children or family members into the library on weekends or evenings?

The Alumni Affairs office has asked that we limit library access on nights and weekends to GSU alumni who are members of the GSU Alumni Association. Children and family members who do not meet the access policy criteria will not be admitted.

Do GSU retirees have access to the library?

GSU retirees have unrestricted access to the library with their PantherCard, the valid GSU ID card.

I am a faculty member who is touring a guest around campus. Can I bring the guest into the library?

Faculty members with a faculty PantherCard can bring guests into the library. However, the guest must be accompanied at all times.

Is there an alternate way to verify that a student who has forgotten his/her PantherCard is currently enrolled and so should be allowed unrestricted access to the library?

There is no alternate way to verify current enrollments. Students are expected to have their PantherCards with them when they are on campus.

As a Georgia resident enrolled in a non-Georgia program or college am I able to use the library on nights and weekends?

A Georgia resident enrolled in a non-Georgia program or college can use the library on nights and weekends if s/he is willing to obtain a Special Borrowers card. Evening and weekend access is not permitted without a Special Borrowers card.

I am a Georgia resident and go to school outside of Georgia and wish to use the library but it is the week prior to or the week of final exams at Georgia State. If I need access during this time how do I obtain written permission?

Contact the Library Administration office at (404) 413-2700 in advance of your planned visit for assistance.

I am active US military stationed in Hawaii but visiting Atlanta. Can I have access to the library?

During regular business hours anyone with a photo ID may access the Georgia State University Library. Access outside of regular business hours requires a Special Borrowers card.

I work for the GA Department of Human Services. Am I allowed to use the library resources?

Employees of the State of Georgia, including the GA Department of Human Services, have unrestricted access to the building with a valid employee ID card. Gaining access to computer resources is outlined in the Computer Use Policy and Affiliate & Special Borrowing Privileges Policy. To check out books you need to obtain a Special Borrowers card.

As a distance learning student can I have access to the library?

The GSU Library supports all students enrolled at GSU, regardless of location. This includes library access. Students enrolled in any USG or ARCHE school also have access to the library. Georgia

residents enrolled in non-Georgia schools would not have access to the library outside of regular business hours unless they acquire a Special Borrowers card.

What type of identification do I need to gain access to the library?

Anyone with a photo ID may access the Georgia State University Library during regular business hours, 8:30 a.m. - 5:15 p.m. Monday - Friday. Access outside of regular business hours is limited to currently enrolled Georgia State University students, faculty and staff with a valid GSU ID card (PantherCard), visitors from [University System of Georgia schools](#) and [ARCHE schools](#) with a valid institutional ID card, [Georgia State Alumni Association members](#) with a valid Alumni Association card, holders of a valid [Special Borrowers card](#), employees of the State of Georgia with valid employee ID cards, and visitors to Special Collections who have arranged access in advance.

As a student at Morehouse College what identification is necessary to access the University Library?

As a member of an ARCHE (Atlanta Regional Council for Higher Education) institution access to the library is granted by showing your Morehouse College (or other ARCHE school) identification card, signing in, and leaving a picture ID with the security guard.

What constitutes valid identification for visitors to the University Library?

The identification must have your name and photograph and be issued by an institutional entity (not homemade).

Examples of acceptable identification include a driver's license, school identification, work identification, passport, state issued identification, and federal issued identification. Unacceptable forms of identification include debit/credit cards with pictures as identification, store membership cards, and attraction membership cards (e.g. aquarium membership cards).

How do I obtain a Special Borrowers card?

The Affiliate and Special Borrowing Privileges Policy describes who is eligible for a Special Borrowers card. Eligible visitors may obtain a card by visiting the Administration office located on the 7th floor of Library South during regular business hours.

Once I'm in the library do I have access to the computers and online resources?

GSU faculty, students and staff members can access library computers. There is a Computer Use Policy that outlines what kind of access our visitors can have and what they need to do to get access.

What, if anything, will happen if I am a visitor and did not leave the library by the end of business hours?

Campus police officers assist with enforcing the Access Policy and they will be circulating throughout the building and will ask you to leave. If you do not leave and, within a short period of time, have to be asked a second time to leave, the police will issue you a criminal trespass warrant (CTW). If you are issued a CTW, you may be banned from the library.