

# Policy - Library Access Policy

Organization Memorandum No. 25  
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## Library Access Policy

The primary function of the Georgia State University Library is to serve the teaching, research and scholarly activities of faculty, students and staff. To best fulfill this mission, access controls and restrictions are in effect. Use of the library is intended for access to those resources unavailable at Atlanta-Fulton or other regional public libraries to which a visitor has access.

The Georgia State University Library is open to visitors during regular business hours, 8:30 a.m. - 5:15 p.m. Monday - Friday.

Access to the University Library outside of regular business hours is limited to currently enrolled Georgia State University students, faculty and staff, 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 and Federal Depository Library Program (FDLP) materials who have arranged access in advance. Visitors that do not belong to one of these groups will be required to exit the library at the close of regular business hours.

**During the week prior to final examinations, and during the final examination period, only currently enrolled students; faculty and staff from Georgia State University, the University System of Georgia, or ARCHE schools, with a valid institutional ID card, will be granted access to the University Library. Written permission for access during this time for other researchers must be arranged in advance.**

All patrons are required to abide by University Library Conduct Policies.

## Turnstiles and PantherCard / ID Cards

Turnstiles are installed at Library entrances to allow for quick and convenient access by GSU-affiliated students, faculty, and staff with a valid PantherCard. Anyone without a PantherCard is required to enter through Library North, and register with the security guard by presenting a photo ID, signing-in, and stating the reason for the visit. University System of Georgia and ARCHE affiliates must leave an institutional ID for access outside of regular business hours. IDs may be held at the security station while visitors are in the Library, and visitors may be issued a visitor badge. All visitors must sign out upon exiting the building.

For further information about access to the Georgia State University Library, please contact Library Administration at 404-413-2700.

*Developed by Library Administration May 2009. Reviewed by Legal Affairs June 2009.  
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