

**University Library
Organizational Memorandum No. 25
09/16**

ATLANTA CAMPUS LIBRARY ACCESS POLICY

The primary function of the Georgia State University Library, Atlanta Campus 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 and Board of Regents (BOR) with valid employee ID cards, and visitors who have arranged access in advance with Library Administration. 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, and BOR employees with a valid employee 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](#).

Anyone without a PantherCard is required to register with the security guard to gain admittance. University System of Georgia and ARCHE affiliates must show an institutional ID, sign-in at one of the security guard desks, and state the reason for the visit. All other visitors must present a photo ID (which will be scanned) at one of the security guard desks and state the reason for the visit. The visitor pass that will be printed should be visible at all times. All visitors must return the visitor pass when exiting the building.

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

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