

Circulation/Borrowing Policies

Currently enrolled GSW students, faculty and staff receive borrowing privileges via their GSW ID card. GSW alumni also have book borrowing privileges. The Library has a cooperative agreement with Lake Blackshear Regional Library and the Library at South Georgia Technical College. Patrons of these libraries should ask for a Cooperative Agreement Form from their library and bring the form to the GSW Library. Borrowing privileges can then be established.

Reserve materials are located at the Circulation desk and must be used in the library. Generally, the time period is for 2 hours. Overnight checkout of reserve materials may be allowed at closing time and they are due by opening time the following day. Faculty may set up reserves for a longer time period if desired.

Reference materials and Periodicals are for in-library use only. The majority of Government Documents may circulate and special arrangements may be made for Government Document material designed as non-circulating.

Books may be renewed at the Circulation Desk, online, or by e-mail. To renew online, you need to have your GSW ID#. Once you have logged in, you should see all the materials you have checked out. Place a check mark in the box beside the book(s) that you would like to renew and click the Renew button. If your books have been successfully renewed, you will see the new due date. To renew by e-mail, send a message to libcirc@gsw.edu including the titles and barcodes of the books along with your name and student number. You will be notified by e-mail that your Renewal Request has been received and processed.

Books currently checked out may be reserved by placing a hold on them. Holds may be requested at the Circulation Desk or be requested by e-mail. Send a message to libcirc@gsw.edu including the title of the book you would like placed on hold along with your name and student number. You will be notified by e-mail that your Hold Request has been received and processed.

Circulation Time:

General Materials:	28 Days
Audio-Visual Materials:	Overnight
Reserve Materials:	2 Hours In-Library Use Only
Popular DVDs	7 Days
Interlibrary Loans:	Dependent upon lending library

Overdue and Lost Book Charges:

General Books:	\$.25 per Day
Reserve Materials:	\$.25 per Hour
Lost or Severely Damaged Materials:	Replacement Cost of the Material + \$20.00 Processing Fee. (\$20.00 fee refundable if material found and returned)
Popular DVDs	\$.50 per Day
Interlibrary Loans:	Flat fee of \$25 for books returned 14 days past due date.