

Northwest Shoals Community College Student Policy

The University of North Alabama extends many of its Library privileges to Northwest Shoals Community College Students. Library cards are available according to the calendar year for the University of North Alabama. Individuals currently enrolled by Northwest Shoals Community College with verifiable identification by driver's license and current student ID card may qualify.

Privileges of Northwest Shoals Community College Student Borrower Card holder includes:

- In-house use of library materials and facilities; and
- Reference service, as time allows after first-priority service to UNA faculty, staff, and students.

Maximum Amount of Items30 items
(All items are subject to recall after 2 weeks)

<u>Type of Material</u>	<u>Loan Period</u>
Alabama Collection.....	14 days/or Non-circulating
Audiovisuals.....	5 days
Government Documents.....	14 days
Popular Reading	14 days
Periodicals	Non-Circulating; Use in building
Reference	Non-Circulating; Use in building
Special/Archives	Non-circulating; Use in building
Main Collection.....	28 days

Regulations of use include:

- All patrons must adhere to the general policies of the Library.
- Borrower's card must be presented at time of checking out materials.
- The borrowers themselves are responsible for any damage and replacement costs:
 - Overdue fines are 10 cents per day per item
 - Lost books are \$30.00 each
 - Lost AV materials are \$40.00 each
 - Replacement cards are \$5.00 each

- The borrower is responsible for observing the due date stamped in the items and should not depend solely on Library notices.
- Renewals can be made at the circulation desk or by calling (256) 765-4467. Renewals are available only if the item does not have an existing hold, recall, or outstanding fines.
- A Book Depository Drop, located outside next to the front doors, is available for item returns when Collier is closed.
- Interlibrary loans and online search requests are not a part of this policy and should be referred to a public library or the Northwest Shoals Community College Library.
- Since the UNA academic community has priority for use of library materials, all items checked out to Northwest Shoals Community College borrowers are subject to recall after 2 weeks.
- All borrowers must recognize the responsibility of the University's Library to provide materials representing different viewpoints and diversity of appeal.
- The patron is responsible for observing the date due stamped in the item and should not depend solely on library notices.
- When Collier Library is closed, patrons may use the book return located at the entrance of the library or the drive-up book return located in Lot A by the Visitor's Welcome Booth. All items returned via the book drops after closing are accepted as returned on the day last opened.