

Community Borrowers Policy

*Including: Alumni-Basic, Faculty Dependants, ILR,
Continuing Education Teachers*

The University of North Alabama extends many of its library privileges to community users. Library cards are available for the following categories of users:

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|---------------------------|----------|-----------------|
| 1. Individual User | \$25.00 | 1 card |
| 2. Organization/Corporate | \$100.00 | 5 cards maximum |

The cards are available for the calendar year (January 1 - December 31) and are pro-rated in April to \$18.75 and July to \$12.50. All fees are non-refundable. All community borrowers must present a current user card at the circulation desk to check out materials.

For Alumni, Faculty Dependants and Spouses, ILR, and Continuing Education Teachers the card fee is waived. Alumni must present receipt of minimum \$25.00 donation to the alumni association to receive a card.

Individuals may qualify for Community Borrowers by presenting proper identification (i.e., driver's license) verifying the borrower is 21 years of age and a permanent resident in the Shoals area in:

- Alabama counties of – Colbert, Franklin, Lauderdale, Lawrence, Limestone
- Tennessee counties of – Hardin, Lawrence, Wayne
- Mississippi counties of - Tishomingo

Privileges of the Community 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 Items 5 items
(All items are subject to immediate recall)

<u>Type of Material</u>	<u>Loan Period</u>
Alabama Collection	14 days/or Non-circulating
Audiovisuals..... limited to 3	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.....	14 days

Regulations of use include:

- All patrons must adhere to the general policies of the library.
- These privileges apply only to Collier Library. Use of materials in Learning Resource Center, Kilby Library, the Media Center, or the Music Library is not covered in this policy.
- Borrower's card must be presented when checking out materials.
- The borrower is responsible for all overdue fines, damage, and replacement costs:
Overdue fines are 25 cents per day
Lost books are \$30.00 each
Lost AV materials are \$40.00 each
- Multiple cards issued to organizations and corporations are registered in the name of the organizations/corporation. Charges are billed to the person who signs the membership form.
- 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.
- Interlibrary loans and online search requests are not a part of this policy and should be referred to a public library.
- Since the UNA academic community has priority for use of library materials, all items checked out to Community Borrowers are subject to immediate recall.
- 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.