Honorary Borrowers Policy

Including: UNA Emeriti, Faculty Spouse or Dependents, Visiting Professor, 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: Emeriti, Faculty dependents and Spouses, ILR, Visiting Professors, and Continuing Education Teachers.

Individuals may qualify for an Honorary Borrowers Card by presenting proper identification (i.e., driver’s license) and qualify under one of the following categories:

- UNA Emeriti
- Visiting Professor:
- Board of Trustee
- President’s Cabinet
- Continuing Education Instructor
- Institute of Learning in Retirement (ILR)
- Faculty Spouse / Dependent

Privileges of the Honorary Borrower card holder includes:
In-house use of library materials, facilities, and reference service, as time allows after first-priority service to UNA faculty, staff, and students.

Maximum Number of Items ................................................................. 30 items
(All items are subject to immediate recall)

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama Collection</td>
<td>14 days/or Non-circulating</td>
</tr>
<tr>
<td>Audiovisuals</td>
<td>Limited to 5</td>
</tr>
<tr>
<td>Government Documents</td>
<td>14 days</td>
</tr>
<tr>
<td>Popular Reading</td>
<td>Non-Circulating; Use in building</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Non-Circulating; Use in building</td>
</tr>
<tr>
<td>Reference</td>
<td>Non-Circulating; Use in building</td>
</tr>
<tr>
<td>Special/Archives</td>
<td>Non-circulating; Use in building</td>
</tr>
<tr>
<td>Main Collection</td>
<td>28 days</td>
</tr>
</tbody>
</table>
**Guidelines for use include:**

- All patrons must adhere to the general policies of the library.

- These privileges apply only to Collier Library. Use of materials in the Learning Resource Center, Kilby Library, the Media Center, or the Music Library is not covered in this policy.

- Interlibrary loans and online search requests are not a part of this policy and should be referred to a public library.

- 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 10 cents per day
  - Lost books are $30.00 each
  - Lost AV materials are $40.00 each

- Renewals can be made at the circulation desk or by calling (256) 765-4469. Renewals are available only if the item does not have an existing hold, recall, or outstanding fines.

- Since the UNA academic community has priority for use of library materials, all items checked out to Honorary 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 abiding by the due date 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.