



University Libraries

UNIVERSITY OF GEORGIA

Outside Borrower's Program

General Information Sheet

In order to apply for borrowing privileges at The University of Georgia Libraries (Main Library and Science Library), the person must be a Georgia citizen who is 18 years or older. If the public library where he/she is a registered borrower is a participant in the Outside Borrower's Program, the applicant for borrowing privileges at The University of Georgia Libraries must go to his/her public library to complete the application form, including signing the statement of responsibility, and must pay the \$10.00 user's fee. The public library must send all the paperwork through the U.S. mail prior to the citizen's arrival at The University of Georgia Libraries. It is at the public library's discretion to make an exception and allow the citizen to present the completed application and user fee in person to the UGA Libraries' Main Library Circulation Office. The user's fee is non-refundable. There is a \$5.00 replacement fee for a lost borrower's card.

Borrower's cards are issued initially for 3 months at a time for 1 year. After the first year the card may be renewed for 6 months at a time as long as no outstanding obligations exist. Fines must be paid in full and all overdue books returned prior to the renewal of a borrower's card. Requests for renewals of borrower's cards may be made by the patron through the mail, email to maincirc@uga.edu, over the telephone or in person during service hours. To renew borrower's cards, new application forms do not need to be completed or users' fees paid unless the borrower's card has lapsed and the card is no longer valid. Information on the existing application must be verified prior to renewal.

Borrower's cards are not mailed to applicants. They must be picked up in person at the Circulation Desk at the Main Library. A valid picture I.D. is required to pick up the borrower's card. Only the person for whom the card is issued may pick up the card. Borrower's cards may be picked up at any time the Circulation Desk is open. For hours information, view the hours online at <http://www.libs.uga.edu> or call 706-542-3256. For information specific to the Outside Borrower's Program, email: maincirc@uga.edu or call 706-542-3256.

Circulating materials borrowed from the UGA Libraries should be returned to the Main or Science Libraries by the due date. **The patron remains responsible for the materials. Failure to return materials may result in legal action.**

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