



# University Libraries UNIVERSITY OF GEORGIA

## Outside Borrowers Policy

Any Georgia citizen, 18 years or older, may borrow circulating materials from the Main and Science Libraries at the University of Georgia. Required are:

1. A completed application from a participating public library which is signed by an authorized public librarian
2. Payment of a user's fee
  - Application and fee are either (at the public library's discretion)
    - forwarded through the mail to the UGA Libraries' Circulation Office by the public library prior to the citizen's arrival at the UGA Libraries or
    - presented by the citizen to the UGA Libraries' Circulation Office
3. A valid picture I.D.

### **The Applicant's Responsibility:**

At the public library where they are a registered borrower, the applicant for borrowing privileges at the UGA Libraries must complete the application form, including signing the statement of responsibility, and must pay a non-refundable \$10.00 user's fee using:

- personal check made out to: The University of Georgia Libraries
- credit card (Payment can only be made at the **University of Georgia Libraries**)

The applicant must come to the Main Library Circulation Desk at The University of Georgia to pick up the borrower's card. A picture I.D. is required at the time the card is picked up. For hours information, view the hours online at <http://www.libs.uga.edu/locations/main> or call 706-542-3256. For information specific to the Outside Borrower's Program, email: [maincirc@uga.edu](mailto:maincirc@uga.edu) or call 706-542-3256.

### **The Public Libraries' Responsibility:**

The staff authorized to sign the application for Borrowing Privileges at the UGA Libraries will verify that all information included on the application form is correct and current. By signing the application form, the public library staff certifies that the applicant is a borrower in good standing at the home library. By participating in this program, the public libraries also agree to:

1. Explain to the applicant the responsibilities assumed when requesting a borrower's card from the UGA Libraries
2. Assist the UGA Libraries in securing material from delinquent patrons by
  - verifying the current contact information (telephone number and address)
  - reminding the patron that there are outstanding obligations at the UGA Libraries and
  - if legally possible, place a block on the delinquent patron's record at the home library until the UGA Libraries' material is returned.

### **The University of Georgia Library's Responsibility**

Upon receipt of a completed application form and the required user's fee through the mail, the UGA Libraries' Circulation Office will:

1. Determine that the applicant's home library is a participant in the Outside Borrower's Program.
2. Verify that the public library staff member's signature on the application is an authorized signature.
3. Issue a borrower's card within 24 hours of receipt of the application or the next business day.

The borrower's card will be prepared and left at the Circulation Desk at the Main Library for the patron to pickup. A picture I.D. must be presented in order to pick up the borrower's card. Only the patron for whom the card is issued may pick up the card.

If the citizen presents a completed application form, the required user's fee and a valid picture I.D. to the UGA Libraries' Circulation Office during service hours, the previous two steps will be followed and a borrower's card will be issued immediately.

### **General Information**

Applications for borrower's cards must be completed at the home library and mailed, with the user's fee to

Attn: Outside Borrower  
Access Services Department  
Main Library  
University of Georgia Libraries  
Athens, GA 30602

It is at the discretion of the home library as to whether or not they will allow their patrons to hand deliver their completed applications along with the user's fee to the UGA Libraries' Main Library. If presented during service hours, applications will be accepted in person and processed. This may be done during regular business hours when a supervisor is available. For hours information, view the hours online at <http://www.libs.uga.edu/locations/main> or call 706-542-3256. For information specific to the Outside Borrower's Program, email: [maincirc@uga.edu](mailto:maincirc@uga.edu) or call 706-542-3256.

**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/locations/main> or call 706-542-3256. For information specific to the Outside Borrower's Program, email: [maincirc@uga.edu](mailto:maincirc@uga.edu) or call 706-542-3256.

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](mailto: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.

If a borrower has moved and is now served by a different Library System, they must begin the application process again with their new home library.

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 until they have cleared the Circulation Desk.

This policy of extending borrowing privileges to Georgia citizens is done on a trial basis and is subject to review at the end of 12 months.