

DALTON STATE COLLEGE
DERRELL C. ROBERTS LIBRARY

Community Use Policy

Understandably, priority use of Roberts Library facilities and resources is reserved for current students, faculty, and staff of Dalton State College. However, members of the public are invited to use the materials, facilities, and equipment of the Roberts Library as long as library policies are followed responsibly. **For their own safety, children must not be left unattended. Security may be called if children are left without adult supervision. In addition,** Library users under the age of 16 must have direct adult supervision while using library workstations. To be able to borrow materials from the Derrell C. Roberts Library, patrons must be in good standing with the library.

To borrow books, a formal application for a Community Card may be made by persons 18 years of age or older. A driver's license or other form of identification is required to verify your address. Exception to the 18-years of age requirement will be given to 17-year old high school graduates. Community borrowers may check out 6 items at a time for a loan period of two (2) weeks. Maximum number of bestsellers is two (2).

Community patrons who are attending high school will be allowed to check out two (2) items at a time for a loan period of two (2) weeks. School must be in session and students must be in attendance.

Items may be renewed **once** for an additional period of two (2) weeks. **Renewals will be made over the telephone if no students or faculty have placed a hold on the item.**

The Derrell C. Roberts Library reserves the right to refuse to renew items that have been placed on hold by another patron or that are required for campus use.

All items borrowed must be returned to the Book Drop outside the main lobby entrance or at the Circulation Desk.

The current overdue fine for items in the Circulating Collection is \$.25 per item per day.

Community cards are valid only for the person to whom they are issued. Cards may not be loaned to family members, friends, or others. **YOU are responsible for the safe and timely return of all items checked out to your card.** Please return borrowed items promptly in order that others may use them in the future.

Magazines, journals, newspapers, videos, and reference books are not checked out but may be photocopied or used In-Library.

Revised March 3, 2005

Approved by the DSC Library Committee, April 2, 2002