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University Borrowing Privileges and Responsibilities

Library materials are loaned only when a library user presents a current photo ID (faculty, staff, students) or a library issued card with photo ID verification (guest borrowers, alumni). Library users are responsible for all items checked out to their account and should never loan ID cards, library cards, or library materials to others.

Library information is primarily communicated via email but can also be attained by calling the library at 678-839-6502. Communicated information includes due date information, fine/fee notices, and recall updates. Email addresses for university-affiliated users are provided by Banner and for other users it is provided when the library card is issued. It is the responsibility of the user to ensure that this information is correct and up

to date. Failure to receive notification does not relieve the borrower of the obligation to return materials when they are due or to pay all assessed charges.

Borrowing from other Institutions

The University of West Georgia allows users to borrow items from other institutions via Gil Express and Interlibrary Loan, depending on patron status and user group. Gil Express and Interlibrary Loan are available only to currently enrolled undergraduate students, graduate students, UWG emeriti faculty, and university staff. Loan and fine information for items obtained through these systems are outlined in the User Group Borrowing Policies. Information about these loans will be communicated via email. It is the responsibility of the user to return all materials and pay all fines associated with these loans.

Library Fines and Fees

Fines are assessed to ensure the return of materials or to purchase replacement materials in the event that items are not returned or have received damage. Below are explanations of the different fines assessed, how to pay fines, and what occurs if fines are not paid. Charges and fines are cumulative and are not erased at the end of academic terms.

Overdue Fines

Overdue fines are charged for all items that are kept past their set loan period. The chart below details the fines for overdue materials. Library users are responsible for returning and/or renewing materials whether an overdue notice is received or not.

Item Type	Overdue Fine
Books	\$0.25/day
Calculators, DVD Player, Laptops, Parent Box, Scanners, Study Room	\$0.05/minute
Dry Erase Marker Kit, Headphones	\$0.50/hour
DVDs	\$1.00/day
GIL Express	No Overdue Fine
(ILL) Interlibrary loan	\$1.00/day

Reserves	Varies per item
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Recall Fines

If an item on a user account has been recalled, that user will receive notification of an updated due date. Failure to return the item by the updated due date will result in a \$1.00/day recall fine (per recalled item). All patrons are required to pay recall fines. For more information on the recall process, see the [Recalls](#) section.

Replacement Charges

Replacement costs are charged for any item that is lost or is returned in damaged condition. The chart below outlines the current replacement costs for lost materials and all other applicable fees. All lost items will automatically have a holding fine of \$100 until the item is assessed and the appropriate fines and fees are determined. The chart below reflects the correct replacement costs, not the holding fine.

Replacement charges will be refunded if the item paid for is returned in good condition within 90 days of payment.

Item Type	Replacement Cost
Books	Determination based on item value
Dry Erase Marker Kit	\$5.00
DVDs/Videos	Determination based on item value
DVD Players	\$50.00
GIL Express	Determined by owning library
Government Documents	\$35.00 processing fee
Graphing Calculators	Determination based on value of calculator
Headphones	\$5.00
Headphones with Mic	\$25.00
Interlibrary loan	Determined by owning library + Fine (if any)
Laptops	Determination based on item value
Laptop Chargers	\$20.00

Music - CD, tape, audiobook, or record	Determination based on item value
Parent Box	\$30.00
Study Room Keys	\$45.00

Fine Payment

Fines can be paid by cash, check, or credit card at the library circulation desk during open hours. Check payments are accepted via mail and credit card payments are accepted over the phone. Credit card payments must be over \$1.00.

To pay over the phone call 678-839-6502.

To mail payment, use the following address:

ATTN: Ingram Library
University of West Georgia
1601 Maple Street
Carrollton, GA 30118

Failure to pay Fines and Fees

Fines stay on a patron's account until they are paid. Failure to pay fines and fees can cause delays in registration, transcripts, refunds, etc. University employees are subject to the rules set forth in the employee handbook about financial obligations to the institution. For all patrons, library privileges will be suspended until materials are returned or fines and fees are paid.

Renewals and Recalls

Renewals

Renewals are subject to library account status and item type. Renewals can be made in person at the Circulation desk, over the phone, or via the user's online library account. Not all materials can be renewed without bringing items to the library in person.

Renewals will not be granted if the title has been recalled, the item's renewal limit has been exceeded, or there is a block on the user's account.

Recalls

If a desired item is checked out to another user, a recall can be initiated at the Circulation Desk. The person in possession of the item that is recalled will be guaranteed a loan period of 28 days (or less depending on its item type). Items needed for reserves may be recalled at any time. When the recalled item is returned, the requester will be notified. Recalled items will be held at the Circulation Desk for seven days.

Materials are not recalled for Community Borrowers.

Library Equipment and Reserves

The library offers a catalog of various equipment for checkout on reserve. Ability to checkout these items is dependent upon user account status and item type. Item availability can be checked in the loan period tables of each [User Group Borrowing Policies](#) section. If checkout is available, a photo ID is required for checkout.

Library Equipment includes but is not limited to: laptops (in library use only), wired headphones, headsets with microphones, dry erase marker kits, graphing and scientific calculators, phone chargers, study room keys (2 IDs needed for checkout).

Course Reserves

The library works with University faculty to keep a collection of Course Reserves materials available to currently enrolled students for checkout. Loan periods are determined by the faculty member placing materials on Course Reserves. Only one item from Course Reserves may be checked out at a time and items are not renewable. Ability to checkout these items is dependent upon user account status and item type. Course Reserves materials are checked out and returned at the Circulation Desk.

User Group Borrowing Policies

Undergraduate Students

Obtaining a Library Card

University students use their University issued ID as their library card. If they are unable to locate their University ID, another form of photo ID is acceptable.

Loan Periods

Types of Items	Loan Period
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Books, CDs, Maps, Music, Government Documents, GIL Express Books*	28 days
Movies	7 days
Laptops, DVD Players, Headphones, Graphing Calculators, Dry Erase Marker Kit	4 hours
Study Rooms	2 hours
Periodicals	in-library use only
Reserves, Interlibrary Loans (ILL)	varies

*Honors Students are able to check out books, CDs, Maps, Music, and Government Documents until the end of the current semester.

Loan Limits

Undergraduate students can check out up to 100 University of West Georgia owned items at a time. Items ordered through GIL Express are limited by the lending library.

Course reserves items and equipment (course reserves, calculators, laptops, headphones, etc) are limited to one per library account at a time.

Graduate Students

Obtaining a Library Card

University students, staff, and faculty use their University issued ID as their library card. If they are unable to locate their University ID, another form of photo ID is acceptable.

Loan Periods

Types of Items	Loan Period
Books, CDs, Maps, Music, Government Documents	current semester
GIL Express Books	28 days
Movies	7 days
Laptops, DVD Players, Headphones, Graphing Calculators, Dry Erase Marker Kit	4 hours

Study Rooms	2 hours
Periodicals	in-library use only
Reserves, Interlibrary Loans (ILL)	varies

Loan Limits

Graduate students can check out up to 100 University of West Georgia owned items at a time. Items ordered through GIL Express are limited by the lending library.

Reserves items and equipment (calculators, laptops, headphones, etc) are limited to one per library account at a time.

Loan Extension

To support graduate students working toward a thesis, comprehensive research project, or dissertation, an extension of their library privileges is available. Graduate students not currently enrolled in classes at the University of West Georgia retain full borrowing privileges until they reach 3 consecutive semesters (12 months) without enrolling.

Faculty & Emeriti Faculty

Obtaining a Library Card

University faculty members use their University issued ID as their library card. If they are unable to locate their University ID, another form of photo ID is acceptable.

Emeriti faculty can use their existing UWG ID as their library card or, if necessary, obtain a new UWG ID from the [Card Office](#). Emeriti faculty can also access UWG-provided databases from off-campus by logging on using their **@emeriti.westga.edu** account name and password.

Loan Periods

Types of Items	Loan Period
Books, CDs, Maps, Music, Government Documents	current academic year
GIL Express Books	28 days
Movies	7 days

DVD Players, Headphones, Graphing Calculators, Dry Erase Marker Kit	4 hours
Laptops, Study Rooms	UWG students only
Periodicals	in-library use only
Reserves, Interlibrary Loans (ILL)	varies

Renewals

Faculty are asked to physically bring items in at the end of Spring semester in order to renew items for another year. Renewals online or over the phone may not be successful.

Loan Limits

Faculty can check out up to 100 University of West Georgia owned items at a time. Items ordered through GIL Express are limited by the lending library.

Fine Exemption

University faculty are exempt from overdue fines accrued on items owned by the University of West Georgia, unless accrued on Reference items. Fines assessed for GIL items, Interlibrary loan (ILL) items, or recalled items remain on faculty library accounts and must be paid.

Student Proxy Information

Faculty members may grant permission to a graduate assistant to check out library materials on the faculty member's account. To have a student proxy, faculty must fill out the [faculty checkout agreement form](#) and provide a copy of their photo ID for library records. Faculty members are responsible for all items on their account and are encouraged to review their library records in order to see what materials are currently on their account.

Staff

Obtaining a Library Card

University staff members use their University issued ID as their library card. If they are unable to locate their University ID, another form of photo ID is acceptable.

Loan Periods

Types of Items	Loan Period
Books, CDs, Maps, Music, Government Documents	current semester
GIL Express Books	28 days
Movies	7 days
DVD Players, Headphones, Graphing Calculators, Dry Erase Marker Kit	4 hours
Laptops, Study Rooms	UWG students only
Periodicals	in-library use only
Reserves, Interlibrary Loans (ILL)	varies

Loan Limits

Faculty can check out up to 100 University of West Georgia owned items at a time. Items ordered through GIL Express are limited by the lending library.

Fine Exemption

University staff are exempt from overdue fines accrued on items owned by the University of West Georgia, unless accrued on Reference items. Fines assessed for GIL items, Interlibrary loan (ILL) items, or recalled items remain on faculty library accounts and must be paid.

Community Borrowers

General Policies

Library users are responsible for all items checked out to their account and should never loan library cards or library materials to others. Community borrower library privileges continue as long as the account is used on a regular basis and privileges are not abused. Issuance of a Guest Borrower card does not guarantee access to all library facilities, materials, or services. Community Borrowers may not place requests via GIL Express or Interlibrary Loan. Online Resources are accessible in the library but not remotely.

Community borrowers may renew materials in person, over the phone, or online through their library account. For more information on renewals, see our [Renewals](#) policy information.

Guest borrower accounts are blocked from use if they carry fines/fees. A blocked account is unable to check new items out or renew items. For information on library fines and fees, see our [Library Fines and Fees](#) policy information.

Alumni

Obtaining a Library Card

Alumni status can be obtained by presenting proof of graduation from UWG and a photo ID with a current address. Once the status has been established, alumni may continue to use their UWG ID to check items out. If the patron cannot locate their UWG ID, they may use another form of photo ID to check out items.

Loan Periods

Types of Items	Loan Period
Books, CDs, Maps, Music, Government Documents	28 days
Headphones, Dry Erase Marker Kit	4 hours
Movies	7 days
Periodicals	in-library use only
DVD Players, Graphing Calculators, Laptops, Study Rooms, GIL Express Books, Reserves, Interlibrary Loans (ILL)	UWG affiliate only

Loan Limits

Alumni may check out 7 items at a time for a period of 28 days (items may be renewed by phone).

Guest Borrowers

Obtaining a Library Card

Community members are eligible for a Guest Borrower library card if they present proof of current residence in one of the following counties: Carroll (GA), Coweta (GA), Douglas (GA), Haralson (GA), Heard (GA), Paulding (GA), Cleburne (AL), or Randolph (AL).

High school students (grades 9-12) must have a sponsor who resides in one of the listed counties. The sponsor is responsible for any items or fines associated with the

student account. Library privileges for high school students expire at the end of the academic year.

Loan Periods

Types of Items	Loan Period
Books, CDs, Maps, Music, Government Documents	28 days
Headphones, Dry Erase Marker Kit	4 hours
Movies	7 days
Periodicals	in-library use only
DVD Players, Graphing Calculators, Laptops, Study Rooms, GIL Express Books, Reserves, Interlibrary Loans (ILL)	UWG affiliate only

Loan Limits

Library users with a guest borrower card may have up to 3 items checked out at a time for the first 6 months their card has been issued. After 6 months, up to 7 items may be checked out at a time if the library account is in good standing.

High School students may check out up to 3 items at a time.

Retirees

Obtaining a Library Card

Retirees may either apply for a Guest Borrower card at the circulation desk or obtain a current UWG ID card from the Card Office.

Loan Periods

Types of Items	Loan Period
Books, CDs, Maps, Music, Government Documents	28 days
Headphones, Dry Erase Marker Kit	4 hours
Movies	7 days
Periodicals	in-library use only
DVD Players, Graphing Calculators, Laptops, Study Rooms, GIL Express Books, Reserves, Interlibrary Loans (ILL)	UWG affiliate only

Loan Limits

Retirees may check out up to 7 items at a time.