TRAC Borrowing Policy
(updated 2-6-15)

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Who may borrow from TRAC?

- KSU faculty and staff
- KSU students currently enrolled in classes
- TRAC members

Who can be a member?

Anyone who does not have a current KSU ID card may be considered for free membership. Members must meet the following criteria:

- Applicant must present a Georgia drivers license or state ID card indicating residence in one of the following cities: Acworth, Austell, Canton, Cartersville, Dallas, Emerson, Hiram, Holly Springs, Kennesaw, Mableton, Marietta, Powder Springs, Smyrna, Woodstock.

  OR

- Applicant may present a school employee photo ID indicating employment at a current Partnership School if the applicant lives outside of the areas listed above.

  AND

- Applicant may not have any outstanding overdue materials or fees at the Sturgis Library or TRAC.

Visitors such as alumni, Friends of the Library members, and visitors from other Georgia colleges may only borrow from TRAC if they meet the membership criteria stated above.
Requirements for Borrowing

- **KSU Students, Faculty, & Staff** must present their current KSU ID card.

- **TRAC Members** must present their valid driver’s license or state of Georgia ID card. A school or work ID is not sufficient for borrowing materials.

- The borrower must have a library account in good standing. Visitors who have unpaid TRAC or Sturgis Library fees, overdue items, or more than the allowed number of items already on loan will not be allowed to borrow again until these problems are resolved.

Borrowing Periods & Limits

- Books may be borrowed for 4 weeks. All other items may be borrowed for 2 weeks. For students and members, these borrowing periods shorten toward the end of a semester because all items are due by the end of each semester. Only KSU faculty members are allowed to borrow between semesters.

- TRAC does not renew checkouts or honor online renewals. Borrowed items must be returned by their due date. Returned items will be available for checkout again on the next business day.

- **KSU Faculty, Staff, and Students** may have up 14 TRAC items on loan at one time, including 10 books, 2 DVD programs, and 2 other items.

- **Members** may have up 3 TRAC items on loan at one time, including up to 3 books, 1 DVD program, and 1 other item.

Returning Materials

Please return borrowed materials directly to a TRAC employee. Do not return them to the Sturgis Library, and please don’t leave them outside the TRAC door or even at the TRAC counter. Give them to a TRAC employee and tell us your last name. Receipts for returned items are available upon request.

TRAC is not responsible for items mistakenly returned to the Sturgis Library. It is the responsibility of the borrower to return materials properly. Late fees will continue to accrue until the borrower brings the items to TRAC.
Overdue and Replacement Fees

The late fee is **50 cents per item per day**, starting on the first day after the due date and including every day until the item is returned.

TRAC often makes courtesy reminder phone calls and/or sends emails/reminder letters to borrowers with overdue materials, but TRAC is not required to do so. It is the responsibility of the borrower to remember due dates.

If an item is lost or damaged, the borrower must pay the replacement cost of a NEW copy plus a $15 handling fee. A borrower may be able to purchase a replacement copy of the item if he prefers, but the borrower MUST make arrangements for that option by speaking with a TRAC staff member BEFORE making the purchase. TRAC will not accept *used* replacements.

Students who fail to return materials and pay associated fees by the end of the semester will be placed on “Hold” in the Registrar’s Office, preventing future actions such as class registration and the issuance of transcripts and diplomas. Faculty and Staff who fail to return materials as requested will receive department charges for the materials 30 days after the due date. Members who fail to return materials and pay associated fees as required will lose their memberships.

Special Exceptions

TRAC wants to be helpful and will consider reasonable and necessary special requests from KSU faculty and students. Such requests should be directed to a TRAC staff member, not a student assistant. Student assistants are required to adhere to TRAC policies and are not authorized to approve exceptions to the borrowing policy. Since a staff member is not always available, customers with special requests should plan ahead to obtain necessary approval. Just ask the front desk attendant if a staff member is available to speak with you; if not, the attendant will provide contact information for a follow-up phone call or email.