

## **SPECIAL BORROWER (GUEST PATRON) LIBRARY AND CIRCULATION POLICY**

Bailey Library, Slippery Rock University

While the library of the University supports primarily faculty and student use, and the collections and services reflect the mission of the University, rather than the needs of the community, those not associated with the University may have access to the library's collection and services by completing a "Special Borrower Application" and then obtaining a membership card.

The following conditions govern the use of the special borrower card:

### **Borrower Guidelines**

- A special borrower card may be issued to residents of Pennsylvania who are 18 years of age or older and are not high school students.
- High school students and younger school age children may use the library if accompanied by any adult who has a special borrower card.
- Alumni (must show alumni membership card), emeriti faculty, and those residents who live in the 16057 area (as demonstrated by ID card), are exempt from the membership fee.

### **Cost**

- Applications, payment of fees, and issuance of the membership cards, are handled at the Circulation Desk in the lobby of Bailey Library.
- The annual cost of membership is \$10.00 for individuals, and \$15.00 for a family.

### **Loan Period**

- General Collection Books and AudioBooks— 4 weeks
- IMC Texts and Kits – 1 week
- DVDs, VHS tapes – 1 week
- The special borrower is responsible for all materials borrowed and is subject to overdue materials and replacement cost. Fines for 4 week borrowing period items are .15 per day. One week materials incur a fine of .25 per day. The maximum fine for any item is \$15.00. Lost or damaged items are based on the BIP or standard material price as well as a \$25.00 processing fee.
- Items may be renewed up to 3 times, as long as there are no pending holds or requests for the material. IMC texts and kits may not be renewed.

## Computer Privileges

- The library currently has one (1) computer station for public patrons, and is appropriately marked for “Public Patron Use”.
- The Information Desk student workers will log patrons onto the computers, and patrons should sign in and out using the tracking book at the Information Desk. This login will give the patron two (2) hours of computer use time. After that period, the patron will be logged off the computer – there will be 30 and 15 minute “warning” notices.
- Public patrons at these computers do not have access to the library’s electronic databases and resources.
- Public patrons can print for a fee. Printing jobs will print at the main circulation workstation, and there will be a printing charge of .10 per page/side. Print is black and white only.
- Emeriti faculty can log onto any computer station using their “SRU” ID and use the library resources. To print however, the faculty member must be logged onto a “Public Patron” station, using a public patron logon. Printing is NOT charged to emeriti faculty.

## Restrictions

- Special Borrower membership does not include Interlibrary Loan or EZ-Borrow.
- Laptops, camcorders, cameras and other equipment from our laptop or TLC areas are not for guest patrons.
- Your membership card will not give you access to electronic resources (e-books, e-journals, or database) due to vendor license agreements.
- Special borrowers will be blocked from further charges when the total number of items checked out exceeds ten (10).
- Use of the library through special borrower cards may be limited for any reason if the usage compromises the services the library provides to the University.

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