

## Library Borrowing

**Original Implementation:** February 11, 1981

**Last Revision:** January 26, 2016

Persons who hold Stephen F. Austin State University identification cards or Judy P. McDonald Public Library cards are eligible to borrow materials from Steen Library. Individuals who do not hold either card may be issued a university library card. A unique identification number must be used and an official picture identification must be furnished, e.g., driver's license, before a library card will be issued. Loan periods vary by borrower category and status of material borrowed. Patrons are responsible for all materials borrowed from either library, including the payment of overdue fines, and replacement and repair costs for lost or damaged materials. Borrowing privileges are suspended at both libraries for overdue materials or unpaid charges at either library. Individuals are limited to ninety-nine items on their borrowing record at any one time.

Steen Library recognizes and accepts TexShare reciprocal borrowing cards from participating institutions.

**Cross Reference:** None

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact For Revision:** Library Director

**Forms:**

[https://forms.sfasu.edu/libweb/library\\_registration.html](https://forms.sfasu.edu/libweb/library_registration.html)

[https://forms.sfasu.edu/libweb/texas\\_share\\_card\\_app.html](https://forms.sfasu.edu/libweb/texas_share_card_app.html)

**Board Committee Assignment:** Academic and Student Affairs