POLICY SUMMARY FORM

Policy Name: Library Borrowing

Policy Number: 4.11.2

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/26/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): This policy states who is allowed to borrow materials from the Steen Library and the guidelines for borrowing.

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include basic edits for clarification purposes and more information related to TexShare.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon, Derrick, General Counsel
Library Borrowing

Original Implementation: February 11, 1981
Last Revision: January 26, 2016, April 30, 2019

Persons who hold Stephen F. Austin State University identification cards or Judy BP. McDonald Public Library cards are eligible to borrow materials from the Ralph W. 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, to borrow materials. A before a university library card may will be issued upon request. Loan periods vary by borrower category and status type of material borrowed. Patrons Library users are responsible for all materials borrowed from either library, including the payment of overdue fines, replacement and/or 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.

Ralph W. Steen Library recognizes and accepts TexShare reciprocal borrowing cards from participating institutions. TexShare library card holders from participating institutions must present an official picture identification when borrowing materials from Ralph W. Steen Library. TexShare cards issued to SFA students are valid for one semester, expiring on the first day of the following semester, whereas, faculty and staff TexShare cards expire at the end of August.

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/texas_share_card_app.html

Board Committee Assignment: Academic and Student Affairs