

TRAC Borrowing Policies

Please direct concerns regarding this policy to

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Who may borrow from TRAC?

TRAC extends borrowing privileges to the following groups only:

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

KSU Alumni, Friends of the Sturgis Library, and visitors from other Georgia colleges must apply for a TRAC membership in order to obtain borrowing privileges from the Teacher Resource & Activity Center. It is necessary to present a valid driver's license or state of Georgia ID card in order to obtain a membership and borrow materials.

ID Requirements

- **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.
- **KSU Alumni, Friends of the Sturgis Library, and visitors from other Georgia colleges** must apply for a TRAC membership in order to obtain borrowing privileges from the Teacher Resource & Activity Center. It is necessary to present a valid driver's license or state of Georgia ID card in order to obtain a membership and borrow materials.

All potential borrowers must also have a library account in good standing in order to borrow from TRAC. TRAC reserves the right to refuse borrowing privileges to visitors with unpaid library-related fees or too many TRAC items already on loan. Center employees cannot make exceptions to the ID card policy.

Borrowing Periods & Limits

The following limits have been established to protect our materials and to ensure that popular items are available to a large number of people each semester. (updated 7-1-08)

| Item Category | Usual Borrowing Period (see notes below) | Number allowed to a single borrower at any given time |
|--|---|---|
| Books (not including "big books") | 2 weeks | 6 |
| Big Books | 1 week | 2 |
| DVDs/Videos | 1 week | 2 |
| Audio CDs/cassettes | 1 week | 2 |
| Kits | 1 week | 2 |
| Periodicals | 1 week | Faculty only: 2 |
| | | |
| TOTAL number of items that may be on loan to a single borrower at any given time | | TRAC Members: 6 KSU Students: 8 KSU Faculty: 10 |

- Borrowing periods shorten as the end of the semester approaches because ALL materials borrowed by ALL users must be returned by the last day of final exams. TRAC does not lend materials during semester breaks.
- All borrows may be renewed ONCE except in special circumstances. Renewals may be requested in person or by phone. TRAC does not

honor online renewals. Overdue items will not be renewed; they must be physically returned and overdue fees must be paid before that item is again available for checkout.

- Some items are labeled “Faculty Checkout Only.” TRAC may occasionally loan these items to KSU students in special circumstances. These items are never loaned to TRAC members.
- Special requests and policy exceptions must be approved by a TRAC staff member. Student assistants are required to adhere to TRAC policies and are not authorized to approve such requests. Since a staff member is not always available, customers in need of special permission should plan ahead to obtain necessary approval.
- TRAC reserves the right to permanently terminate borrowing privileges to members who fail to return materials as requested and to report such items as stolen in cases of extreme delinquency. TRAC takes seriously its responsibility to protect and account for KSU property.

Renewals & Overdue Policies

- All materials may be renewed once. They may be renewed in person or by phone, but not online. TRAC does not honor online renewals. Renewals will not be allowed on items that are overdue. Overdue items must be physically returned to TRAC and overdue fees paid before the item is available for checkout again. The renewal period extends from the original due date to the new due date.

- Materials borrowed from TRAC must be returned only to TRAC. Do not return TRAC items to the Sturgis Library! Accounts will continue to accrue overdue fees when TRAC items are left in the Sturgis Library. The borrower is responsible for all overdue fines incurred until the materials find their way back to TRAC.
- TRAC often makes reminder phone calls and/or sends emails/reminder letters to borrowers with overdue materials, but is not required to do so. Students who fail to return materials as requested will be placed on "Hold" in the Registrar's Office, preventing future registration actions and graduation. Members who fail to return materials as requested will permanently lose future borrowing privileges, and TRAC may report items as stolen in cases of severe delinquency.
- The late fee is **25 cents per item per day**, starting on the first day after the due date, and including Sundays, holidays, days the campus is closed, and the day the item is returned.
- Late fees on an item cannot be paid until the item is actually turned in.
- TRAC reserves the right to refuse additional borrows to visitors with unpaid library-related fees. Accumulated fines of more than \$5 must be paid before additional materials may be borrowed, and ALL fees must be paid before the end of classes each semester in order to avoid a Registrar hold or loss of membership.

- TRAC makes a reasonable effort to contact borrowers before placing holds on student accounts. This action is a last resort to get responses from students who fail to return materials or pay fines. Holds are removed only after the problem is satisfactorily resolved, and it may take up to 72 hours for a removal to take effect. TRAC only requests a removal—the Registrar’s Office actually completes it.
 - TRAC will gladly provide handwritten receipts upon request for materials returned and fees paid.
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Returning books?

Please give them directly to a TRAC employee. We need to know your last name when you return materials. TRAC materials must only be returned to this location—do not leave them in the Sturgis Library!

Want a book receipt?

We’ll gladly provide a book-return receipt upon request. This is your proof that you returned the materials you borrowed. If there is ever a dispute, your receipt will be a big help. Our receipts are handwritten, so please be patient while we prepare one for you.

ID or Library Account Problems

Students, Faculty, and Staff who do not have a current KSU ID card may resolve this problem at the Card Services Center on campus. This information is provided for your convenience and is current as of 6-6-08. Hours may be subject to change without notice.

Location: Suite 219 in the Carmichael Student Center

Phone number: 770-499-3436

Website: www.kennesaw.edu/idservices

Hours: Monday—Tuesday: 7:30 a.m.—6:30 p.m.

Wednesday—Thursday: 7:30 a.m.—5:00 p.m.

Friday: 7:30 a.m.-2:00 p.m.

Closed on weekends

If your library account is blocked or expired, you may need to visit the Registrar's Office or the Sturgis Library to resolve the matter. Some possible reasons for blocks include:

- The Registrar's Office does not list you as being currently enrolled in classes—do you still owe fees or are you between semesters?
- You could be on "hold" for failure to resolve a prior problem.
- You could have overdue books that must be returned before another borrow is allowed.
- You could owe money for old overdue or lost book fees.

If the problem is due to an issue with a TRAC borrow, we will probably be able to identify and resolve the problem quickly. If not, we suggest that you visit the Sturgis Library and/or the Registrar's Office for assistance.