



## Circulation Department Policies

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### **Borrowing Materials**

A valid LakerCard is required for Clayton State University students, faculty, staff and administrators to check out materials.

A valid photo ID is required for visiting students, faculty and staff from other University System of Georgia institutions. These users are permitted to check out 5 circulating items for a 28-day loan period with 2 renewals.

A current ARCHE card is required for visiting students, faculty and staff from participating ARCHE consortia institutions. These users are permitted to check out 5 circulating items for a 28-day loan period with 1 renewal.

A valid photo ID and a current paid receipt is required for Clayton State Continuing Education students 18 years or older. These users are permitted to check out 5 circulating items for 28-day loan period with 1 renewal.

### **Renewing Materials**

Users may renew items online, by phone or in person at the Circulation Desk.

### **Overdue Materials**

Delinquent items accrue fines until the materials are returned to the library.

### **Payment of Fines**

Fines can be paid at the Circulation Desk only. Users can pay by cash, personal check or debiting their LakerCard.

### **Violation of Policies**

Library privileges will be suspended or revoked.