



LIBRARY POLICY

Effective Date:

Revised Date:

Responsible Office: A.C. Lewis Memorial Library

Division: Academic Affairs

I. PURPOSE/OBJECTIVE

To promote and support the academic mission of the University by providing quality services and access to resources.

II. STATEMENT OF POLICIES

- A. The library serves as the information and knowledge center for the students and faculty of Grambling State University. Current university identification cards are required for all checkouts and renewals of library materials. Loan periods are determined by the following patron categories: Faculty/Staff, Graduate Students, Undergraduates, and Retired GSU Faculty/Staff. Library charges are assessed for materials not returned to the library at the end of each semester and summer sessions to be paid in the Cashier's Office. The library reserves the right to recall any library material regardless of the status of the borrower of the loan period provided. Reference services are available in person and via e-mail to distance education students enrolled at the university.
- B. The library's resources should be accessible to students, faculty, and staff in usable condition, and for the longest duration possible. Damage to resources shall be minimized through proper handling, sorting, shelving, and moving procedures. The library shall have a disaster recovery plan, maximized through reciprocal agreements between institutions in the region. Children in the library must be accompanied by an adult who must assume responsibility for damages.
- C. Library resources shall be physically protected from loss or theft with an electronic security system. When there is reason to believe that a patron is taking out unchecked library materials, the patron will be politely asked if he or she has neglected to check out the materials, will be made aware of the Penal Code regarding detention, for a reasonable period, of a person using these facilities suspected of committing library theft and advised that he or she may be legally detained and Library Security will conduct a search. No attempt will be made to detain a patron in the absence of the Library Security Guard to assist, witness dialogue, and take action.