

AUBURN UNIVERSITY LIBRARIES POLICIES AND PROCEDURES

To obtain library privileges for those in the categories of faculty/staff (active and retired), currently enrolled students and those holding Non-AU TigerCards you must:

- Present an active TigerCard with a barcode that can be scanned. TigerCards are non-transferable, except for faculty and staff (active and retired) and, Non-AU TigerCard holders.
- Take responsibility for all library materials checked out to their TigerCard.
- Abide by the address provided by Auburn University. AU Libraries is not responsible for undeliverable notices.
- Agree to abide by Library policies as listed at the Library, in the Tiger Cub, or faculty/staff handbooks.
- Clear any AU Libraries obligations before terminating University employment.

To obtain library privileges for those in the special borrowers category including but not limited to, AU alum, Alabama resident, campus ministers; faculty/staff spouse; corporations you must:

- Present current photo and personal information to the Circulation Office of the RBD Library along with payment (if required) in order for a patron record to be created in the patron database.
- Proceed to the TigerCard Center in order to purchase a barcoded TigerCard.
- Present, at the Library, an active TigerCard with a barcode that can be scanned. TigerCards are non-transferable.
- Take responsibility for all library materials checked out to their TigerCard.
- Provide the AU Libraries with a correct and updated address (email when possible)
- Sign the Users Circulation Agreement card.

Circulation Policies

Patron Group	Item Limit	Loan Period	Renewal Limit	Overdue Fines/Fees**		Database Access	ILL/ALLIES privileges	Recalls Allowed
AU Faculty/Staff	100	90 day for regular checkouts	3 times	Journals Recalled items Reserves Headphones Wireless computers	Power cords Special permission checkouts Digital equipment	Yes	Yes	Yes
Retired AU Faculty/Staff		1 day for journal checkouts						
Non-AU Staff*								
Graduate Students								
Undergraduate Students	50	28 days for regular checkouts Ineligible for journal checkouts	3 times	Recalled items Reserves Headphones Wireless computers	Power cords Special permission checkouts Digital equipment	Yes	Yes	Yes
Special Borrowers	10	28 days for regular checkout	1 time provided item limit is not exceeded	Daily fines are charged on all overdue items. These patrons are blocked when any fines are accrued.		No***	No***	No
Corporate Users	20	ineligible for journal checkouts						

* Must have a responsibility form on file in the Circulation office in order to activate or renew their NON-AU TigerCard.

** ALL patrons are charged a replacement cost and non-refundable processing fee for each item that is 35 days overdue.

*** Due to licensing agreements or cost these services can only be extended to active/retired faculty & Non-AU and currently enrolled students.

Fine Rates

Items	Fine Rates
Headphone	25¢ per hour
Journals	25¢ per day
Recalled items	50¢ per day
Reserve items (2 hour and 4 hour)	25¢ per hour
Reserve items 1, 3, 7 day)	50¢ per hour
Special Borrowers checkouts	25¢ per day
Special Permission items	50¢ per day
Wireless computer and power cords	10¢ per minute each
Replacement Costs:	
Books—as listed in most current booksellers list (i.e., Amazon.com) or standard out of print charge as established by the Library	
Wireless Laptops—Responsibility form must be signed prior to first use. \$3000. Cords are assessed at \$50.	
Digital Resource Materials—Responsibility form must be signed prior to first use. Fine charges vary depending on equipment.	

Library Appeals

A disagreement about an overdue fine or a charge for a damaged or lost book should be discussed with the Head of Circulation (RBD), Head of the Library for Architecture, Design and Construction, or Head of the Cary Veterinary Medical Library, depending upon the unit from which the item was checked out. If the matter is not resolved at that point, the user may request that it be considered by the Library Appeals Committee (LAC). An appeal in writing must be sent to the Chairperson of the LAC within fifteen days after the final discussion with the appropriate unit head. The decision of the LAC will be final. The patron will be notified in writing, by the LAC Chairperson, of the decision.

Students who appeal library fees or fines may find it necessary to pay the disputed charges because of the timing of meeting of the LAC in relation to the Student Financial Services billing schedule. Those payments will be refunded in full whenever the LAC decides in favor of the patron.

ALLIES

Auburn University affiliated patrons are eligible to check out books through the Alabama Libraries Exchange Service. ALLIES is a cooperative service that allows patrons to borrow books directly from another ALLIES library for twenty-eight days with one twenty-eight day renewal period. ** The ALLIES libraries include Auburn University, Auburn University at Montgomery, Jacksonville State University, University of Alabama (Tuscaloosa) and the University of Alabama, Birmingham. Currently enrolled AU faculty, staff, and students that are not blocked at their home library can request books on-line from any ALLIES library and have them delivered, in most cases within three to five business days to any library in the ALLIES system. In addition, patrons can check out circulating items in person from any visited ALLIES library by presenting an approved photo ID. Patrons should verify with their home library that their library record is active and that they are not blocked preceding a visit to an ALLIES library.

For more information on ALLIES, visit www.lib.auburn.edu/access/cir/ub/ub_home.htm

** AU and AUM ALLIES borrowing privileges reflect those currently in use for faculty/staff, including retired and Non-AU, and students at their home institution.

Questions regarding Circulation policies and procedures can be addressed to the Circulation office at 334-844-1576 or after business hours at 334-844-1701. Email submitted by email may be sent to the following addresses:

hindssl@auburn.edu or dowdeda@auburn.edu