

TRAC Borrowing Policy

Updated 5-1-18

The following groups may borrow library materials from TRAC:

- KSU faculty and staff
- KSU students currently enrolled in classes
- Members of the KSU Friends of the Library Program (details below)

Requirements for borrowing:

- **KSU Students** must be currently enrolled in classes or enrolled for the upcoming semester (proof may be requested) and must present their current KSU ID card.
- **KSU Faculty and Staff** must be current employees and must present their KSU ID card.
- **KSU Friends of the Library Members** must present their current Georgia driver's license or state of Georgia ID card AND Friends of the Library card.

Borrowers must have a KSU library account in good standing. Visitors with unpaid fees, overdue materials, or over-limit loans at any KSU library will not be allowed to borrow from TRAC until these problems are resolved. Borrowers must be present in TRAC and may not send a representative to borrow on their behalf.

Returning materials:

Library materials borrowed from TRAC must be returned to a TRAC employee at the TRAC front desk. Do not leave them outside the door after hours or return them to another library. Overdue and lost fees will accrue until the materials are returned to the TRAC front desk. Receipts for returned items are available upon request.

Borrowing limits and periods:

- **KSU Faculty, Staff, and Students** may have up to 15 TRAC items on loan, but no more than 2 DVD programs at a time and no more than 4 "kit" items at a time. KSU faculty and students may request additional materials for short periods by speaking to a TRAC staff member. Reasonable exceptions for KSU-related activities may be granted to borrowers with accounts in good standing.
- **Friends of the Library members** may have up to 3 TRAC items on loan at one time, but no more than 1 DVD program at a time. No exceptions will be allowed.

The loan period for books is generally 4 weeks, and the loan period for all other items is generally 2 weeks. Loan periods will be shorter at the end of student semesters and when a Friends of the Library membership is close to its expiration date. TRAC does not renew checkouts or honor online renewals. Borrowed items must be returned by their due date, and returned items will be available for checkout again on the next business day.

Overdue and lost item fees:

- Students who fail to return materials and/or pay associated fees by the end of the semester will be placed on “Hold” in the Registrar’s Office. This action could delay future class registrations, transcripts, and diplomas, so TRAC encourages students to clear their library accounts before the end of each semester.
- Faculty and staff who fail to return materials as requested and/or pay associated fees will lose their TRAC borrowing privileges. In addition, the cost of lost professional materials and textbooks will be billed to the employee’s department.
- Friends of the Library members who fail to return materials and/or pay associated fees as required will lose their TRAC borrowing privileges for one year. Second offenses will result in permanent loss of borrowing privileges.

The late fee is 50 cents per item per day, starting on the first day after the due date and including every day until the item is returned, including days TRAC is closed. The fee for lost or damaged items is the replacement cost of the item (determined by TRAC) plus a \$35 handling fee.

Special assistance:

Visitors in need of special assistance may speak to any TRAC employee. We’ll be happy to make reasonable accommodations to meet special needs or provide a library/workroom helper during your visit. Feel free to call us at 470-578-6420 if you would like to schedule special assistance in advance.

KSU Friends of the Library:

Community visitors who are not currently KSU students, faculty, or staff members may gain borrowing privileges to the KSU library system by purchasing a [KSU Friends of the Library \(FOL\) membership](#). KSU alumni and students from other Georgia colleges and universities must also be FOL members in order to borrow materials from TRAC. FOL memberships are sold at the Sturgis Library on the Kennesaw campus.

For more information about Friends of the Library, visit the campus library website at www.library.kennesaw.edu. Type “Friends of the Library” in the FAQ bar on the home page to find FOL price, purchase, and policy information. All additional questions about FOL should be directed to the Sturgis Library front desk at 470-578-6202.

TRAC allows FOL members to borrow from this facility as long as the member abides by TRAC rules and maintains a library account in good standing. TRAC borrowing policies are a little different from those of the other campus libraries, so we encourage FOL members to pay close attention to each library’s specific requirements.