University Libraries Borrowing Agreement

The UNCG University Libraries consist of the Walter C. Jackson and Harold Schiffman Music Libraries; other campus libraries are not part of this agreement. Recognizing that the University Libraries have special resources of interest and value to those outside of the UNCG community, we willingly make our resources available. We do require, however, compliance with the policies set forth in this agreement.

Faculty, administrators, and staff may register to borrow materials after providing proof of employment at the Checkout Desk in Jackson Library. Borrowing privileges are extended for the current academic year and expire on the last Friday in August. You may opt to send us lists of the faculty, administrators, staff, and students you wish to authorize for borrowing.

Spartan Passage students may register to borrow after current registration in the program is verified via our institution’s Spartan Passage database. Borrowing privileges are extended per UNCG semester and can be updated after verification of proof of continued enrollment in the program.

All other students may register to borrower after presenting an official letter of referral signed by a librarian from the home institution. Referrals should be only for materials unavailable at your institution or the public library. While borrowed items may be renewed, a letter of referral specifying the subject area needed is required to borrow new materials. Borrowing privileges are extended per UNCG semester and can be updated after verification of proof of continued enrollment.

All faculty, administrators, staff and students must present a valid photo ID such as an unexpired school, state or federally issued ID and complete a borrower registration form at the Checkout Desk in Jackson Library. Similar ID must be presented and the borrower’s account be in good standing each time s/he borrows or renews in person. All are eligible to create online account that may be used to renew materials. Borrowing privileges may be renewed upon proof of continued employment or enrollment while the account is in good standing unless notified otherwise by the home institution.

Loan Policies:

- Materials are loaned for 30 days and may be renewed online or by bringing them to the circulation desk of the lending library. (DVDs, course reserve materials, technology, building use only and reference materials may not be borrowed.)
- Faculty, staff, administrators and Spartan Passage students are limited to the checkout of 25 items at one time; all other students, 5 items at one time.
• Most materials can be renewed up to 4 times as long as the account of the borrower is in good standing and unexpired.

• Borrowers are responsible for managing the due dates for items borrowed:
  o A courtesy renewal reminder notice is sent to the borrower 3 days before materials are due.
  o Two courtesy overdue notices are sent to the borrower; the first when material is 3 days overdue; the second, 24 days.

• No overdue fines are charged. When materials become 40 days overdue, borrowers are sent a bill for replacement costs per item and a non-refundable processing fee of $20.00 per item. When billed items are returned or replaced, the processing fee is owed. Our goal is to have material returned to be available for other patrons.

• Items requested by other library patrons cannot be renewed and are due immediately. All items are subject to immediate recall if requested for course reserves. Borrowers who do not return recalled items are subject to a $75.00 non-negotiable, non-refundable fee per item in addition to any overdue or processing fees incurred.

• Notices and bills are emailed to the addresses given to us at registration; if no email account is given, notices are printed and mailed to the given home address. Failure to receive overdue notices or bills does not absolve users from the responsibility to return, renew, or pay related fees on overdue or recalled items. An individual’s borrowing privileges are suspended when money is owed. All fees owed must be paid and all overdue items returned, replaced or paid for in order for any individual to renew or borrow additional items.

• When charges are not paid or items are not returned, bills are turned over to the home institution for collection. Your institution is ultimately responsible for any unpaid fees and lost material charges for your employees and students in the event that the borrower fails to clear his/her account. This policy insures the replacement of lost material and that non-UNCG clientele are treated in the same fashion as our own faculty and students.

• Interlibrary loan requests should be managed by the home institution.

• Other policies may be found on our website: library.uncg.edu.

Your faculty, administrators, staff and students are welcomed to use materials in our library at any time other than those dedicated to 24/5 study (Sunday, 11:45 p.m. – Friday, 7:00 a.m.). Photocopy machines and free scanners are available. The Libraries have extensive online resources most of which may be accessed by anyone in Jackson Library using our guest computers located in the Reference Room. Users may print or download articles, books and other types of resources. Users with laptops may access the UNCG guest wireless service for basic internet services.

To request a tour or instruction session, contact the Research, Outreach and Instruction Department at 336-334-5419. Arrangements should be made at least two weeks in advance. Because the first few weeks of the semesters are usually very busy with UNCG instruction we cannot accommodate outside groups during that time. To ensure adequate staffing, class or large group visits for checkout of materials should be prearranged at least two weeks in advance also. To make these arrangements or for any other questions you may have please contact the Access Services Department at 226-334-5304 or checkout@uncg.edu.
Sincerely,

Cathy Griffith  
Head, Access Services Department  
UNC Greensboro University Libraries  
PO Box 26170,  
Greensboro, NC 27402-6170  
clgriffi@uncg.edu  
Fax: 334.336.5097

If you wish to enter into this borrowing agreement with the University Libraries, please complete the information and below and return this document to me.

Debbie Luck  
(Administrative Signature)  

Debbie Luck  
(Printed Name)  

Dean of Library Services  
(Title)  

Randolph Community College  
(Name of Library)  

Randolph Community College  
(Name of School)  

629 Industrial Park Ave.  
Asheboro, NC 27205  
(Mailing Address)  

336-633-0272  
(Phone Number)  

dsluck@randolph.edu  
(Email)  

4-18-18  
(Date)