

Borrowing Privileges

The Kent State University Libraries' primary responsibility is to serve the University's faculty, students and staff. However, library resources are available to all for use in the libraries. Faculty, students and staff automatically have borrowing privileges. Community members may request borrowing privileges at the circulation desk of any Kent State University library, enabling them to check out circulating materials upon payment of an annual \$30.00 fee. Individuals must be 16 years of age or older in order to have borrowing privileges. All borrowers need to present a photo ID when requesting privileges or borrowing materials. Borrowing privileges can be requested at the Kent Campus Main Library or any regional library except where noted.

Waiver of annual fee:

The following groups are eligible to obtain borrowing privileges without the payment of an annual fee:

1. Kent State University employee spouse, dependent, or partner. Must be requested in person by the Kent State University employee.
2. Kent State University Alumni Association Member. Current membership card is required.
3. Retired Kent State University faculty and staff. Documentation showing retired status required.
4. Current instructor or student of a Kent State University Continuing Education Course. Documentation showing acceptance to teach or student fee receipt required.
5. Senior Guest student. Senior Guest card issued by Continuing Studies required.
6. Friend of the Kent State University Libraries whose yearly contribution is \$30.00 or more. Letter acknowledging membership and the amount of the contribution is required.
7. Government Document borrower. Government Document borrowing privileges can only be requested at the Kent Campus Main Library. Only Kent State government documents can be borrowed.
8. High school students who have borrowing privileges by arrangement between their school and Kent State University Libraries. School officials should direct inquiries to the Circulation Manager at the Kent Campus Main Library.
9. Faculty at Association of Research Libraries (ARL) member institutions which participate in the Reciprocal Faculty Borrowing Program. Program card issued by home institution required.

Procedures for community members:

1. Patrons with borrowing privileges wishing to check out library materials must bring the materials to the

circulation desk and present picture identification, such as a driver's license.

2. To renew library materials, the borrower may renew their materials online, request a renewal over the phone, or bring items to any Kent State University library circulation desk. There is a four time renewal limit on Kent State owned material whereupon items must be brought to a Kent State University library circulation desk or returned to a book drop if they are no longer needed. If the items are still needed they can be checked in and then checked back out at a circulation desk if there are no holds on the item. Items with holds must be returned.
3. Borrowing privileges are valid for one year from the date of application and are renewable by payment of the \$30.00 annual fee or following the requirement for the waiver.
4. Most Kent State University owned materials check out for a 21-day loan period and are subject to recall after 14 days. OhioLINK materials check out for a 21-day loan period and are renewable up to four times, *provided* another user has not requested the item. Non-book OhioLINK material check out for only 7 days and are not renewable.
5. Borrowers are limited to a maximum of 20 items [OhioLINK items (see #6 below for special OhioLINK rules) + Interlibrary Loan items + Kent State University owned items]. If the maximum number of items is reached, the borrower must return some items before they can check out more items.
6. Borrowers are limited to requesting and/or checking out a maximum of five OhioLINK items. If the maximum number is reached, the borrower must return some OhioLINK items before they can check out or request more OhioLINK items.
7. Borrowers can place holds on Kent State University owned items that are checked out but cannot place recalls on those items.
8. Borrowers may specify other persons allowed to use their borrowing privileges. These users must be authorized in person by the borrower using the "proxy borrower form" available at the Kent Campus Main Library Circulation Desk, or online at <http://www.library.kent.edu/page/11235>
9. Changes in name, address, telephone number, or authorized users must be reported, in person, to the circulation desk of any Kent State University library.
10. Borrowers are subject to all rules and regulations governing the use of Kent State University Libraries and its collections.

Approved by Library Media Services Council, effective July 1, 2003