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# Law Library Circulation Policy

Georgia State University Law Library

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# Law Library Circulation Policy

## Circulation Period

Law Library circulating materials generally circulate for four weeks. The due date is stamped or written on a bookmark provided when the item is checked out.

Materials checked out to GSU Faculty are due at the end of the academic year they originally circulated (June 15).

## Overdue Materials / Fines

The Library charges the following fines for those materials kept past their due date:

- 10¢/minute for study room key
- 25¢/day for three week circulating items
- 50¢/day for recalled three week circulating items
- 50¢/day for one week circulating items
- 50¢/hour for reserve items

GSU faculty do not pay fines for overdue Law Library items

Patrons are blocked if they have either:

- \$10.00 in fines for three week circulating items
- \$50.00 in fines for one week circulating items
- three or more items overdue

Beginning the first full week the items are overdue, an overdue notice is sent to the patron. Two additional notices are sent at 14 day intervals if the items are still not returned.

If the items are not returned within one month of the due date, an invoice is sent to the patron. The invoice will list charges for the overdue fine, replacement cost of the item, and a \$20.00 processing fee.

If the overdue item is not returned after the fourth and final notice or if the overdue charge has not been paid by the end of the quarter or semester in which the item was borrowed, the patron's academic records will be blocked through the Registrar's Office.

## Renewals

Materials may be renewed if no one else has placed a hold on the items. Patrons may renew:

- In person at the Law Library Circulation Desk
- By phone at 404-413-9100.
- Online at [GIL](#). [How to renew items online](#).
- ILL materials can be renewed by contacting [David Rutland](#).

## Reserve Materials

Items placed on reserve are listed on GIL by their class number and professor.

Reserve items can be checked out for three hours at a time. Only two Reserve items may be checked out for a three hour period. The items can be renewed after a one hour waiting period. GSU students must use their student IDs to check out Reserve materials.

Other patrons must present a driver's licenses or other valid form of identification.

Reserve books and audio tapes can be checked out for overnight use, two hours prior to closing. Items are due back the next day one hour after the Library opens.

**Holds**

Any patron with borrowing privileges may place a hold on an item that is checked out. When the item is returned, Circulation notifies the patron with the hold request. The held item is placed on the hold shelf for one week for the patron to pick up.

**Enforcement begins March 28, 2011.**