Policy - Media Center Use Policy

The University Library
GSU, I-62
Organizational Memorandum No. 62
03/01

The equipment and collections of the Media Center, Library South 2nd floor, are selected and purchased to support the Georgia State University curricula and for use by the primary clientele audience, GSU students, faculty, and staff.

In general, a client is expected to remove only one item at a time from the media collections, and, after use, promptly place the item on the re-shelving cart so that staff can return item to its correct shelf location, thereby making it available for the next user in a timely manner.

The Library staff will seek the cooperation of all clients in making the resources available in as fair and equitable a manner as possible, in accordance with the Georgia State University’s mission as an academic institution. Non-compliance with the policy guidelines listed below may result in enforcement by campus police.

GSU-Affiliated Clients

GSU-affiliated client will be given priority access to

1. "in-library" use of various multi-media equipment, the media collections, and the Media Center facility,
2. circulation privileges for items within the media collections and equipment available for circulation, and
3. service provided by Media Center staff.

Multimedia workstations are made available for GSU students, faculty, and staff only.

Non-GSU Clients

In the interest of serving secondary clients (formal reciprocal borrowing agreements such as GETS, ARCHE, USG) and tertiary clients (such as local residents and business community), the University Library offers limited access to Media Center collections and select equipment for research only. Approximately 10% of the total Media Center equipment, with an appropriate balance between audio and video, will be available for use by clients not affiliated with GSU. Multimedia workstations are not available to Non-GSU clients. Non-GSU clients may use designated equipment in the Media Center on a first-come, first-served basis for a limited time period of two hours per day. Non-GSU clients must present a current institutional ID (for example: a student or faculty ID from another USG institution or an ID from a local, regional,
state government) or a Special Borrowing Privilege Card issued by LAO to request auxiliary equipment and sign in at the service desk each time they have a need to use the designated media equipment workstations.

The University Library reserves the right to have a staff member request that a secondary or tertiary client relinquish a media item, media equipment, or Media Center workspace

if a GSU student, faculty, or staff member is waiting,

OR

if two-hour limit has been exceeded by client,

OR

if item, equipment, or workspace is not being used for research purposes.

Non-GSU clients may be asked to provide proof of research need, which warrants access to the Media Center collections, equipment, or workspace.