

Resource Checkout Policies and Procedures

The resources in the Multicultural Resource Library are available to all Clayton State University students, faculty, and staff. A valid LakerCard is required to check out resources.

Students

Students may check out resources for a two-week loan period. A student can renew resources for an additional week at the end of the original two-week loan period.

A fine of 50 cents (\$0.50) per day will be charged for each overdue resource.

Students who lose or damage resources will be charged the replacement cost of the resource(s).

Failure to return resources or failure to pay any fines incurred may result in a hold placed on the student's record.

Faculty and Staff

Faculty and staff may check out resources for a three-week loan period. Faculty and staff can renew resources for an additional two-week period at the end of the original three-week loan period.

Faculty and staff who lose or damage resources will be charged the replacement cost of the resource(s).

Faculty and staff who fail to return resources or fail to pay any replacement costs if incurred will NOT be allowed to check out resources from the Multicultural Resource Library in the future until the items are returned or the replacement costs are paid.