

## Clayton State University Library

Policy Name: Resource Sharing Policy

Effective Date: January 1, 1990

Review Date: November 12, 2019

### Policy

It is the policy of the Clayton State University Library to collaborate with other libraries throughout the state and nation to increase the number of unique titles available to all library users. In addition, it is the policy of the Clayton State Library to make every effort to locate materials available at other libraries which are needed by currently enrolled students, faculty or staff of the Clayton State University but which are not available locally in the Clayton State Library. In a spirit of reciprocity, the Clayton State Library will also loan its materials to other libraries for the use of their patrons.

The two primary services through which materials will be either borrowed or loaned by the Clayton State Library are GIL Express and InterLibrary Loan. General information can be found on the Clayton State Library website related to the [GIL Express](#) and [Interlibrary Loan services](#). Additional specific policies related to the GIL Express Service at the Clayton State Library can be found in the [Circulation Department Manual](#). Additional specific policies related to the InterLibrary Loan Service at the Clayton State Library can be found in the [Collection and Resource Management Department Manual](#).

The library also offers Atlanta Regional Consortium for Higher Education (ARCHE) loans, which allow faculty, staff, and students of member institutions to borrow from the collections of other ARCHE libraries to supplement the resources of their own library. Permission to borrow from another library is a privilege granted by the home library for a specific period of time, for a specific purpose. Information can be found on the [Clayton State Library website](#).

Patrons have access to PINES (Public Information Network for Electronic Services), which allows access to 10 million books in 300 library branches and affiliated locations in Georgia. For a list of participating libraries and for more information on how to get a PINES card, visit the [PINES](#) website. Clayton State University allows Inter-Library Loan services to be picked up at PINES library locations.