

## University of Alaska Student, Staff, and Faculty Borrower Policy

Egan Library extends borrowing privileges to **students who are currently enrolled in courses at any University of Alaska campus**, not just those enrolled in courses offered by UAS Juneau, Ketchikan, and Sitka campuses. The library also offers borrowing privileges to staff and faculty of any UA campus.

### UA Borrower responsibilities:

1) Register at Egan Library Circulation Desk in order to receive a Capital City Libraries (CCL) card and present the CCL card when checking out materials from Egan Library.

2) Abide by the circulation policies of Egan Library which are published at <http://www.uas.alaska.edu/library/services/index.html> . In part, those are to:

i) Assume responsibility for return of materials borrowed from Egan Library in a timely way.

ii) Understand that lost or damaged materials have standard replacement costs (listed at the website above) which include a nonrefundable processing fee.

ii) Either return materials directly to Egan Library, another UA campus library, or your hometown library, if that library is a member of the Alaska Libraries Reciprocal Borrowing program. Please return materials with sufficient time before the due date to allow postal delivery to Egan Library.

3) For the purposes of maintaining a current address on file and collecting materials and/or fees for lost or damaged materials, receipt of a CCL card signifies the cardholder's permission for Egan Library to share the following information with the cardholder's home campus: UA (student or employee) identification number; permanent and temporary address and phone number; library catalog records for the items checked out; associated fees for lost/damaged materials. The cardholder acknowledges that the home campus may impose restrictions on library borrowing or other privileges based on the information provided.

### Borrower privileges:

- Check out limit 40 items with a CCL card.
- Renew items up to two times. Please renew materials before the due date by phone ( 1-907-796-6300 or 1-877-769-6502), walk-in, or e-mail (expect a reply acknowledging receipt) to [egan.circulation@uas.alaska.edu](mailto:egan.circulation@uas.alaska.edu) .
- Items on reserve other than laptops are included, but reserve checkout times and fines apply.

Note: Egan Library does not offer UA students, staff, and faculty fulfillment of interlibrary loan requests unless registered in UAS courses. Please make interlibrary loan (ILL) requests through your campus library for courses offered by UAF or UAA.

### Procedures for obtaining a CCL card

- Take a current UA student or employee identity card, permanent address, and alternate photo identification (e.g. driver's license, AK ID, passport) to the Egan Library Circulation desk.
- Register for a CCL library card and obtain a copy of this document which outlines borrower responsibilities and privileges. Receipt of the card is deemed acknowledgment of the cardholder's compliance with the terms outlined in this document.