APPENDIX A:
PATRON GROUPS EXTENDED SPECIAL PERMIT PRIVILEGES

1. Jacksonville State University Alumni Association Members

Holders of valid alumni membership cards from Jacksonville State University have borrowing privileges. Their Alumni Association membership card may be used as a special permit card, but they must have an active patron record in the Library's circulation database. If no currently valid record is in the system, a patron record should be created containing the necessary address information. The expiration of the patron record should be the time of the expiration of the Alumni Association membership. The date for those having life membership is 2025. Alumni membership dues collected substitute for the fees when special permit cards are issued.

2. Members of the Friends of the Houston Cole Library

Holders of valid membership in the Friends may use their membership cards as special permit cards. Patron records should expire at the same time as their Friends membership. Friends membership dues collected substitute for the fees when special permit cards are issued.

3. Jacksonville State University Students Not Enrolled for Current Semester

Students who have been enrolled in a previous semester and who are registered for a subsequent semester, but not the current one, may be issued a special permit card after verification of the student’s pre-registered status. A special permit card will be issued at NO CHARGE and will expire on the day the student will be enrolled.

4. Gadsden State Community College Faculty/Staff or Students

Gadsden State Community College faculty/staff or students with valid (current) Gadsden State Community College identification cards may be extended special permit privileges at NO CHARGE. Persons in this category should supply the information required on the Special Permit application. Their identification and address should be verified by a second source, such as a driver's license. Patron records should expire at the time of expiration of their Gadsden State Community College semester registration. These patrons’ privileges are limited to three (3) books.

5. Special Seminar Students, Northeast Alabama Police Academy Staff, and ROTC Staff

Participants in special seminars and staff members of the Northeast Alabama Police Academy and ROTC may be extended library privileges at NO CHARGE. Special lists of these persons will be furnished from time to time. Patron records that expire at the end of
the seminar or class are created for them. Special permit cards are issued and dated for expiration at the end of the seminar class time.

6. Faculty/Administrative Staff of Jacksonville City Schools:

Faculty and administrative staff of the Jacksonville City School System will be extended special permit privileges. At the beginning of each year, the City Board of Education will submit a current list of employees for the creation of patron records. The patron records will expire after one year. Patrons in this category should present a picture identification to the Circulation staff. Special permit cards will not be issued routinely.

7. Special Permit Card Holders

Anyone wishing to purchase "special permit" privileges is encouraged to do so by paying their Alumni Association dues or becoming a member of the Friends group. Membership in the Alumni Association will be handled by the Alumni Association. Membership in the Friends will be handled by the office of the Dean of Library Services. Those not wishing to qualify by one of the above methods must meet the following criteria for a special permit card:

A. Be at least 18 years old.
B. Have proof of local residency (Calhoun County).
C. Not be a transient living temporarily in the area.
D. Fill out the application for a special permit card and sign the agreement on that form.
E. Pay the special permit card fee. The fee is $15.00 for one year's privileges. The created patron record should expire one year from the date of its creation.
F. Not have a currently blocked patron record in the Library's circulation system.

8. Exceptions or Problems

When presented with a person or situation not covered by the above, ask the Supervisor of User Services, librarian on duty or Head of Public Services to guide your actions.
Jacksonville State University
Houston Cole Library
256-782-5758

Application for
SPECIAL PERMIT CHECK-OUT CARD

NAME__________________________________________

MAILING ADDRESS ______________________________________

HOME OR 2ND ADDRESS_____________________________________

EMAIL ADDRESS___________________________________________

PHONE-HOME____________________________ BUSINESS______________

DRIVER’S LICENSE#__________________ SOCIAL SECURITY#___________

OCCUPATION______________________________________________

LENGTH OF EMPLOYMENT____________________

I understand I may check out 5 books, agree to return all books checked out to me on or before the due date, and pay any overdue charges. I also understand that the library has the right to recall any book I may have if needed by a JSU student, faculty or staff member. If I lose a book I will pay the replacement cost, plus cost of processing. I also understand that I will forfeit the privilege to use my SPECIAL PERMIT CARD if I do not return books when due.

Signature _______________________________ Date____________________

$15.00 fee for SPECIAL PERMIT CARD payable before the permit will be issued. The fee is payable to Houston Cole Library, Lobby Circulation Desk.

Paid ___________________________ 07-09