



Valdosta State University
Human Resources & Employee Development
Policies and Procedures

University Services

Employees of the University and their dependents have a number of campus facilities and services available to them. In most cases, the identification card is required to gain admittance, or to use such services.

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SECTION 805.01

University Bookstore.

The University Bookstore, located at 1306 N. Patterson Street, and the branch stores operating in Langdale Hall and the University Center, offer a wide variety of textbooks, periodicals, and other sundry items at a competitive price. Employees are urged to visit the Bookstore and "browse" at their leisure.

SECTION 805.02

Library.

The University Library has holdings approximating 400,000 volumes. All employees have loan privileges with presentation of a current identification card being the only requirement for checking out a book and availing themselves to other services offered by the Library. Employees are urged to comply with all regulations regarding the use of the Library.

Employees wishing to contribute volumes should contact the Director of the Library and make the necessary arrangements.

SECTION 805.03

Food Service Facilities.

The University cafeteria and snack bars are available to employees desiring to remain on campus during their lunch hour. The menus are posted weekly offering a variety of meals at a reasonable rate.

a. Private Dining.

There are private dining areas which are available to all employees upon their request and they are ideal for banquets or meetings. Reservations should be made in advance so that serving arrangements, etc., can be properly planned.

b. Catering.

The Division of Food Services offers catering for various functions and employees may contact the Catering Division for services available and cost estimates.

c. Debit Cards/Credit Accounts/Employee Meal Plans.

Employees who utilize the Valdosta State University Food Services facilities may wish to contact that department to determine what employee privileges are available.

SECTION 805.04

Notary Public.

Employees needing certain legal documents or other instruments notarized have this service provided at no cost in the Office of Finance and Administration, the Department of Human Resources, and in some other departments on campus.

SECTION 805.05

Copying Service.

The Xerox machine in the University Library and the Copy Center may be used by employees having need for such service. There is a minimal charge for this service. Observance of copyright laws remain the responsibility of the individual making the copy.

SECTION 805.06

Lost and Found.

Articles, which are found by employees, should be taken to the Office of Public Safety if the owner cannot be identified.