

GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENTAL POLICIES

Policy No. 2.1

Date: 11/00; 11/04; 2/06;
2/09; 12/12; 9/14

Page 1 of 2

SUBJECT: Circulation of library materials

I. Purpose: To provide access to library materials to SUU faculty, staff, students and other patrons.

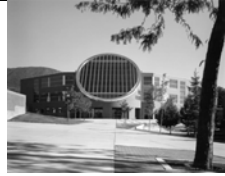
II. University Patrons: The following patrons are eligible for library privileges:

- A. Currently** enrolled SUU undergraduate and graduate **students** with a valid SUU ID card.
- B. SUU independent study** students, including distance education students currently enrolled in classes verified and registered by the library and issued a temporary library card.
- C. Students** and faculty of other Utah Academic Library Consortium (UALC) institutions with a valid ID card. Students must provide proof of enrollment during the current semester.
- D. Faculty/staff** with valid SUU ID card.
- E. Adjunct or part-time faculty** with a current contract, verified by Human Resource Office, registered at the library, and presenting a valid SUU identification card.
- F. Alumni** with a card issued by the SUU Alumni office. Alumni may purchase a community patron card and receive enhanced check-out privileges.
- G. Emeritus** faculty or retired staff.
- H. High school** programs including the Success Academy, Upward Bound, and concurrent enrollment students verified by the program director, registered at the library, and issued the appropriate library card.
- I. SUU affiliated** organizations, including the Shakespeare Festival and Governor’s Honor Academy, with verified credentials, registered at the library, and issued the appropriate library card.
- J. Friends of the Library** will receive the same privileges as other SUU affiliated organizations and added benefits depending on the level of their sponsorship.
- K. Community Patrons**
 - 1. Utah residents over the age of 18 may pay a fee to purchase a patron card which may be renewed annually if the patron is in good standing. For patrons under the age of 18, a parent or guardian must come to the library to provide proof of residency and sign the library card.
 - 2. Companies, businesses, corporations, non-profit organizations, and government agencies may purchase library patron cards for an annual fee. Authorization from the president or other responsible party will be required and that name will be shown as a contact person. The organization name will be listed on the account and up to four cards will be issued. Upon expiration, an organization or company in good standing may request a renewal card for another year upon payment of the yearly fee.

III. Checkout procedures: A valid library card must be presented each time material is checked out. Patrons may be asked to present valid picture identification if their card does not include a photograph. *Patrons are responsible for the return of all items checked out on their library card.* If the card is lost or stolen, the patron must notify the circulation desk or call 435-865-8240 to report it. Patrons may be denied checkout privileges if materials are overdue and/or have fines owing.

IV. Loan Periods: Patrons may check out materials based on the following chart:

Patron	# items	Books	Media	Serials ¹	Renewals	ILL	Databases	
							Onsite	Remote
Students	25	2 weeks	1 week	1 week	3	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Independent Study	10	3 weeks	3 weeks	Articles sent	3	As needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UALC Affiliated	5	2 weeks	1 week	1 week	1	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Faculty/Staff	25	17 weeks	1 week	1 week	3	35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adjunct	10	2 weeks	1 week	1 week	3	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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Patron	# items	Books	Media	Serials ¹	Renewals	ILL	Databases	
							Onsite	Remote
Alumni	5	2 weeks	1 week	1 week	1	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emeritus	10	2 weeks	1 week	1 week	3	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High School	10	1 weeks	1 week	1 week	3	No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SUU Affiliated	10	2 weeks	1 week	1 week	3	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friend of Library ²	10	2 weeks	1 week	1 week	3	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Patron ³	10	2 weeks	1 week	1 week	3	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

¹ Current periodicals that are in covers do not circulate.

² Check website for current listing

³ With annual purchase of library Patron Card

⁴ Other items by individual policy

- V. **Recalls:** All materials checked out for more than two weeks are subject to recall. If a patron is requested to return the material failure to do so will result in suspension of library privileges and onset of fines.
- VI. **Reserve Materials:** Faculty members may place materials on reserve for their students. Checkout times may vary from 2 hours to 1 week. All material placed on reserve **must** be in compliance with the copyright laws. All patrons will have the same restrictions on checkouts.
- VII. **Failure to return library materials:**
 - A. **All patrons (except faculty and staff):**
 1. **Late notices** will be emailed when material is overdue. Failure to receive a notice does not exempt the borrower of the obligation to return the item(s) by the due date.
 2. **Fines** are levied for overdue, lost or damaged library materials. Overdue fines for library materials will be billed at the current fine schedule which is available at the circulation desk. Fines are assessed for each day the library is open which includes most weekends.
 3. **Non-returned items:** If the item(s) is/are not returned within two weeks after the maximum fine is assessed, a bill will be sent and privileges will be blocked. See section VIII for details.
 - B. **Faculty and staff**
 1. Faculty and staff will not be fined. However, if the material is not returned within 45 days of the due date, the employee will be billed in accordance to section VIII below.
 2. Faculty and staff who leave employment with the university and do not return library materials checked out by them will have the cost of the materials and a processing fee deducted from their last paycheck.
- VIII. **Lost or damaged materials:** Title 37-4-10 of the Utah Code Annotated states: "Whoever intentionally defaces, injures or refuses to return on demand, or destroys any property belonging to the state library or loaned through its coordinating agencies or facilities shall be guilty of a misdemeanor."
 - A. **Lost:** When library materials are lost, the replacement cost of materials plus a processing fee per item will be charged. If the material that has been paid for is found within 30 days and the replacement has not been ordered the cost of the item will be refunded but the processing fee will not.
 - B. **Damaged:** Payment for damaged library materials will be assessed at the discretion of the circulation staff. If the material is damaged beyond repair the cost of the item(s) plus a processing fee per item will be assessed.