



SUBJECT: Circulation

**I. Purpose:** To provide materials that support and enhance the curriculum to our faculty, students and other patrons.

**II. University Patrons:** SUU library patrons will receive library privileges based on the following criteria:

- A. SUU undergraduate and graduate **students** with a valid SUU ID card and a current registration sticker.
- 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 attending other Utah Academic Library Consortium (**UALC**) universities with a valid card for their institution and 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 patrons may purchase a Community patron and receive the services for that patron type.
- G. **Emeritus** faculty or staff with an authorized patron card
- 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.

**III. Non University Patrons (Community Patrons):**

- A. The public is invited to visit our library and use the materials on the premises without charge. This includes books and serials, reference materials, and public access computers. They may also use copy center services by paying the appropriate charges for items copied or used.
- B. Utah residents over the age of 18 may purchase a library card for an annual fee. Upon expiration, a patron in good standing may request a renewal of the card for another year upon payment of the fee. For patrons under the age of 18, a parent or guardian must come to the library in person to sign the card. Proof of residency will be required.
- C. Non-Utah residents are not permitted to check out materials.
- D. 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.



**IV. Checkout Procedures:** A valid ID card must be presented each time material is checked out from the library. 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 has been lost or stolen, the patron must notify the library by reporting it to the circulation desk or calling circulation at 865-8240. Patrons may be denied checkout privileges if materials are overdue and/or have fines owing.

**V. Loan Periods:**

Patrons may check out materials based on the following chart:

Patron	Number	Books	Media	Serials	Renewals	ILL
Students	25	2 weeks	2 weeks	2 days	3	10
Independent Study	10	3 weeks	3 weeks	Articles sent	3	As needed
UALC	5	2 weeks	2 weeks	2 days	1	No
Faculty/Staff	25	12 weeks	2 weeks	2 days	3	25
Adjunct	10	2 weeks	2 weeks	2 days	3	10
Alumni	5	2 weeks	1 week	2 days	1	No
Emeritus	10	2 weeks	2 weeks	2 days	3	10
High School	10	1 weeks	1 week	2 days	3	No
SUU Affiliated	10	2 weeks	2 weeks	2 days	3	10
Community	10	2 weeks	2 weeks	2 days	3	10

- A. Serials: Current periodicals in covers on the display rack do not circulate. All other serials may be borrowed for a period of two days.
- B. Special checkouts such as notebook computers, headphones, study rooms, etc. will be checked out as stated in the policies related to these items. Circulation staff can provide information on the loan periods for these items.
- C. Renewals: All items may be renewed unless another patron is waiting to use the materials. Items may be renewed in person or by calling 865-8240. Items may be renewed up to three times, but one of those times must be in person.
- D. Interlibrary Loan (ILL): registered SUU library patrons may request items the SUU library does not have. All interlibrary loan requests must be submitted through the ILLiad online program. Limits refer to the number of active requests a patron may have at one time.
- E. Recalls: All materials checked out for more than two weeks are subject to recall. Patrons will be requested to return the material. Failure to return the recalled material will result in suspension of library privileges and onset of fines.
- F. Reserve Materials: Faculty members may place materials on reserve for their students. Checkout times may vary from 2 hour to 1 week checkout periods. All material placed on reserve *must* be in compliance with the copyright laws. All patrons will have the same restrictions on checkouts for reserve items.

**VI. Failure To Return Library Materials:**

- A. **All Patrons (except Faculty and Staff):**
  - 1. Fines are levied for overdue, lost or damaged library materials. The library will send notices when the material is overdue. Failure to receive a notice in no way relieves the borrower of the obligation to return the item by the due date.



**GERALD R. SHERRATT LIBRARY**

**LIBRARY DEPARTMENTAL POLICIES**

Policy No. 2.1

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2. Overdue fines for library materials will be billed at the current fine schedule. Please check with the Circulation staff for a current fine schedule.
3. Fines are assessed for each day the library is open. This includes most weekends.
4. If the item is not returned within two weeks after the maximum fine is assessed, a bill will be sent and privileges will be blocked. See the “Lost or Damaged Materials” section for the amount of the bill.

**B. Faculty and Staff:**

1. Faculty and staff members will not be fined. However, if the material is not returned within 45 days of the due date, the faculty member will be billed in accordance to the policy spelled out in the “Lost or Damaged Materials” section below.

**VII. Lost Or Damaged Materials:**

- A. When library materials are lost, the replacement cost of materials plus a processing fee per item will be charged. The processing fee covers the cost of ordering and processing the material. If the material that has been paid for is found within 30 days and the replacement has not been ordered the cost of the book will be refunded but the processing fee will not.
- B. Payment for damaged library materials will be assessed at the discretion of the circulation staff. If the material is damaged beyond repair, then the cost of the material plus a processing fee will be assessed.
- C. 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.”