

Utah Tech University Library Internal Guidelines & Procedures

Circulation Rules and Procedures

- 1.1. Utah Tech University Library (UTL) circulates materials to all current Utah Tech University students, faculty and staff. Circulation periods are set by library staff with input from the faculty library committee and are based on borrower type. Rules regarding circulation are posted at the Circulation Desk as are those that govern charges for overdue or lost items, vandalism or theft.
- 1.2. Instructors may put library items or their own materials on Reserve. These items may be used in the library for a limited amount of time, unless designated overnight use by the instructor. Rules regarding Reserve are also available in the UTL Manual.
- 1.3. Members of the community may use the library resources, provided they do not infringe upon the rights of students to obtain information.
- 1.4. Certain materials such as microforms, Reference, Special Collections or any item from the Archives do not circulate. Special Collections and Archives, in-house use is subject to guidelines in the Special Collections & Archives manual.
- 1.5. All circulation records of the UTL are quasi-public only, and information contained therein shall not be given to any member of the public other than the borrower to whom the information pertains, except pursuant to such process, order, or subpoena as may be authorized by law. Upon receipt of such process, order, or subpoena, the document served upon the library shall be reviewed by the university's legal counsel and approval given before the information is released.

2. General Rules

- 2.1. UTL does not offer business, corporate, or organizational privileges.
- 2.2. Borrowers are responsible for all items charged on their accounts as well as reporting any change in name, address, email, or phone number.
- 2.3. Lost or stolen cards should be reported to the Circulation Desk.
- 2.4. Certain items, including those in Reference, Special Collections, and periodicals, do not circulate.
- 2.5. Patrons with a UT ID card (faculty/staff/student) may use the Interlibrary Loan (ILL) services.
 - 2.5.1. If a library charges a transaction fee, that charge is passed on to the patron.
 - 2.5.2. Loan periods are dependent upon the lending library.

- 2.5.3. Community borrowers do not have ILL privileges, but are encouraged to use the Washington County Public Library System.
- 2.6. Courtesy overdue notices will be sent by email only. It is the borrower's responsibility to promptly return items to the library.
- 2.7. Fines are non-refundable, charged as a penalty for not returning checked out library materials by the due date. The following is a schedule of fines:
 - 2.7.1. General Collection: \$100.00 replacement charge & \$10 processing fee applied 30 days after due date
 - 2.7.2. Laptop computers and peripheral technology: Cost of replacement and/or damage; Up to \$100 processing fee per item
 - 2.7.3. Hourly Course Reserve: \$1.00/hour; \$100.00 maximum per item
 - 2.7.4. Daily Course Reserve: \$10.00/day; \$100.00 maximum per item
 - 2.7.5. Interlibrary Loan: \$1.00/day; \$100.00 maximum per item
- 2.8. Fees charged for loss or damage to library materials are non-refundable.
 - 2.8.1. Patron is responsible for the cost of any item lost or damaged.
 - 2.8.2. Replacement amount charged is \$100 for print and AV items.
 - 2.8.3. A mandatory \$10.00 processing fee is added to the cost for all lost or damaged print and AV items.
 - 2.8.4. The library does not accept replacement of a lost or damaged item with a similar copy.
 - 2.8.5. Items 30 days overdue are presumed lost and replacement and processing fees are applied.
- 2.9. Collections: Fines and fees not resolved within each semester will be transferred to the UT Business Services Department for collection.
- 2.10. Renewals: Reserve items, laptops, and general collection items may not be renewed.
- 2.11. Faculty, staff, and students can request items that are currently checked out through Interlibrary Loan.

3. UT Borrowers

- 3.1. Student: Person enrolled in classes at Utah Tech University for credit, full or part time.
 - 3.1.1. Library card: Utah Tech University ID Card or they may provide a picture ID along with their UT Digital ID number.

- 3.1.2. Expiration: Privileges expire when the student is no longer enrolled at UT.
- 3.1.3. Checkout limit: 50 items
- 3.1.4. Checkout period for books: 60 days
- 3.1.5. Checkout period for AV: 60 days
- 3.1.6. Checkout period for laptops: Until last day of classes
- 3.1.7. Card fee: none
- 3.2. Faculty and staff: Faculty includes adjunct faculty in semesters of teaching assignments and faculty emeriti. Staff includes full-time (benefited) or permanent part-time employees of Utah Tech University.
 - 3.2.1. Library card: Utah Tech University ID Card
 - 3.2.2. Expiration: conclusion of UT employment
 - 3.2.3. Card limit: 100 items
 - 3.2.4. Checkout period for books: 60 days
 - 3.2.5. Checkout period for AV: 60 days
 - 3.2.6. Card fee: none
- 3.3. Faculty or staff spouse: Spouse of benefited employee of Utah Tech University. Employee must request the card on behalf of his/her spouse.
 - 3.3.1. Library card: issued by UTL
 - 3.3.2. Expiration: conclusion of spouse's employment at UT
 - 3.3.3. Card limit: 5 items
 - 3.3.4. Checkout period for books: 60 days
 - 3.3.5. Checkout period for AV: 60 days
 - 3.3.6. Card fee: none
- 3.4. Concurrent enrollment student: High school student enrolled in UT classes for credit is considered a university student.
 - 3.4.1. Library card: UT ID Card or they may provide a picture ID along with their UT Digital ID number.
 - 3.4.2. Expiration: card must be validated each semester
 - 3.4.3. Card limit: 25 items

- 3.4.4. Checkout period for books: 60 days
- 3.4.5. Checkout period for AV: 60 days
- 3.4.6. Checkout period for laptops: Semester
- 3.4.7. Card fee: none
- 3.5. Upward Bound: Student enrolled in the UT summer program for selected high school students.
 - 3.5.1. Library card: Utah Tech University ID Card
 - 3.5.2. Expiration: conclusion of program, usually mid-July
 - 3.5.3. Card limit: 25 items
 - 3.5.4. Checkout period for books: 60 days
 - 3.5.5. Checkout period for AV: 60 days
 - 3.5.6. Checkout period for laptops: End of Summer Program
 - 3.5.7. Card fee: none

4. Associated Borrowers

- 4.1. Utah Tech University Alumni: The borrower must present their digital Alumni Card issued through the Alumni Office via the Utah Tech Traditions App.
 - 4.1.1. Library card: digital Alumni Card via Utah Tech Traditions App
 - 4.1.2. Expiration: card must be validated yearly
 - 4.1.3. Card limit: 5 items
 - 4.1.4. Checkout period for books: 60 days
 - 4.1.5. Checkout period for AV: 60 days
 - 4.1.6. Card fee: none
- 4.2. Utah Academic Library Consortium (UALC) student or faculty reciprocal borrowing: A student or faculty member who is currently attending classes or teaching at any UALC institution is covered by the UALC reciprocal borrowing agreement. The borrower must present an ID card from their home school.
 - 4.2.1. Card limit: 25 items
 - 4.2.2. Checkout period for books: 60 days
 - 4.2.3. Checkout period for AV: 60 days

- 4.2.4. Card fee: none
- 4.3. University Center student (U of U graduate student): Person enrolled at Utah Tech University in a University Center program. The program administrator issues a list of students enrolled in classes. The students use their university ID card or library services card supplied by the program. If they do not have a university ID card, they must provide a photo ID and a copy of their current school schedule.
 - 4.3.1. Library card: varies
 - 4.3.2. Card limit: 25 items
 - 4.3.3. Checkout period for books: 60 days
 - 4.3.4. Checkout period for AV: 60 days
 - 4.3.5. Card fee: none
- 4.4. Board of Trustees or Board of Regents member; Utah State Office of Higher Education employee: At the discretion of the Library & Open Learning Services Dean.
 - 4.4.1. Library card: issued by UTL
 - 4.4.2. Expiration: conclusion of term of service
 - 4.4.3. Card limit: 25 items
 - 4.4.4. Checkout period for books: 60 days
 - 4.4.5. Checkout period for AV: 60 days
 - 4.4.6. Card fee: none

5. Washington County School District Borrowers

- 5.1. Washington County School District teacher/principal: Person employed by Washington County School District in an instructional capacity (does not include student teachers, volunteers, paraprofessionals, assistants, or aides). Must show school district ID card.
 - 5.1.1. Library card: issued by UTL
 - 5.1.2. Expiration: May 1 each year
 - 5.1.3. Card limit: 25 items
 - 5.1.4. Checkout period for books: 60 days
 - 5.1.5. Checkout period for AV: 60 days
 - 5.1.6. Card fee: none

6. Community Borrowers

6.1. Community borrower: Resident of Washington or Kane County, at least 18 years of age. Must show picture ID and proof of residency (driver's license *and* utility bill or rent receipt).

6.1.1. Library card: issued by UTL

6.1.2. Expiration: one year from date of issue

6.1.3. Card limit: 5 items

6.1.4. Checkout period for books: 60 days

6.1.5. Checkout period for AV: 60 days

6.1.6. Card fee: \$25.00 per year

6.2. Community borrower (out of state): Resident of a county in Arizona or Nevada that adjoins Washington County *may* be granted privileges *at the discretion of the Library & Open Learning Services Dean*. Must be at least 18 years of age. Must show picture ID and proof of residency (driver's license *and* utility bill or rent receipt).

6.2.1. Library card: issued by UTL

6.2.2. Expiration: one year from date of issue

6.2.3. Card limit: 5 items

6.2.4. Checkout period for books: 60 days

6.2.5. Checkout period for AV: 60 days

6.2.6. Card fee: \$100.00 per year

7. Limited Privileges

7.1. Study guides: Study guides for the Police Officer Selection Test (POST) are held in the Course Reserve area for the Utah Tech University Testing Center. The study guide is made available for individuals who intend to take the POST exam. Must show a valid Utah driver's license or other appropriate picture ID.

7.1.1. Library card: none

7.1.2. Expiration: none

7.1.3. Limit: 1 POST study guide

7.1.4. Checkout period for study guide: 1 hour

7.1.5. Card fee: none

Guideline Owner: Public Services Librarian

Guideline Steward(s): Circulation Supervisors

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