UBORROW POLICIES
August 13, 2010

1. UBorrow is a service offered by Florida’s state university system libraries. CSUL approved revised wording 6/4/2010

2. UBorrow allows eligible SUL faculty, students and staff who are in good standing to borrow materials directly from any participating library when they are not available at the patron’s home library. [Note: a patron is considered to be in good standing if there are no blocks on their account] CSUL approved 6/4/2010

3. Authentication/authorization for use of UBorrow is processed through the patron’s home library. CSUL approved 6/4/2010

4. Libraries are encouraged to make available for circulation through UBorrow as many of their holdings as possible. Each participating library, however, may deem certain parts of its holdings as non-circulating for UBorrow. Center for Research Libraries (CRL) records are not part of UBorrow. CSUL approved 6/4/2010

5. Items on reserve in a library are not available for circulation. Items borrowed from one library through UBorrow cannot be placed on reserve at one of the other participant UBorrow libraries. CSUL approved 6/4/2010

6. Materials borrowed through UBorrow are loaned for an initial period of 30 days from the date the patron checks out the materials. Materials may be renewed once for 30 days. If materials are still required after the renewal, they must be returned to the patron’s home library or a branch of their library and checked out again through UBorrow. Access Services & PSPC approved 6/2010; PSPC approved UBorrow’s revised 30/30 wording 7/26/2010; CSUL approved 8/13/2010

7. Materials borrowed through UBorrow should be returned to the patron’s home library or a branch of their library. PSPC approved 6/22/2010; CSUL approved 8/13/2010

8. UBorrow requests will be responded to within one business day. Materials will be shipped by the lending library within three business days. If materials cannot be supplied by the lending library, the library will respond as soon as possible. CSUL approved 6/4/2010

9. UBorrow materials will be recalled immediately for the following reasons 1) for use in course reserves or 2) special circumstances. Access Services approved 7/15/2010; PSPC approved 7/27/2010; CSUL approved 8/13/2010

10. Materials may be recalled from any patron type. Access Services approved 7/08/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010

11. Recalls require patrons to return materials within 7 days of receiving the recall notice. Materials must be checked out to a patron at least 7 days before they are subject to recall. Access Services approved 7/15/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010

12. Recalled materials will be shipped using an overnight or 2-day delivery service. Access Services approved 7/15/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010
13. When other copies within the SUL system are unavailable, the UBorrow request will be forwarded to the patron’s home library’s interlibrary loan service. **Access Services approved 7/08/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010**

14. UBorrow will balance out the lending and borrowing of institutions so that collections are not adversely affected. **CSUL approved 6/4/2010**

15. Overdue fines will be charged, collected and retained by the patron’s home library. **PSPC approved 7/26/2010; CSUL approved 8/13/2010**

16. Amounts, policies and procedures for overdue fines will be decided by the patron’s home library. **Access Services approved 7/15/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010**

17. Lost item fees will be charged and collected by the patron’s home library. **Access Services approved 7/15/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010**

18. Amounts, policies and procedures for lost books will be decided by the patron’s home library. **Access Services approved 7/15/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010**

19. Lost item fees will not be collected by the lending library from the patron’s home library. **PSPC approved 7/26/2010; CSUL approved 8/13/2010**

20. A patron may submit appeals for UBorrow fines and bills in writing to their home library. **Access Services approved 7/08/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010**

21. Blocks to patron’s accounts will be decided by the patrons’ home library. **Access Services approved 7/15/2010; PSPC approved 7/26/2010; CSUL approved 8/13/2010**

Note: all policies will be reviewed at the end of the first year.