

## 9.04 LIBRARY PRIVILEGES

### **Purpose:**

To specify Library privileges available to the University community and the general public. To specify further other Library privileges available at no cost to certain categories of persons not directly associated with UNI. To specify further an equitable schedule of fees governing use of certain Library services by the general public and by persons not directly associated with UNI who wish to pay for use of those services.

### **Policy Statement:**

#### **1. University Persons:**

The UNI community includes graduate students, undergraduate students, distance education students, faculty, professional and scientific staff, and merit staff at the University of Northern Iowa. Library privileges available to persons belonging to the UNI community, as here defined, include the following:

#### **A. Borrowing Privileges:**

1. To borrow material from the UNI Library, all people affiliated with UNI must present an UNI identification card at the time of checkout.
2. A general description of Library circulation services and fines for the University community follows.

The listed checkout periods apply to undergraduate students and merit staff only. Graduate students, faculty members, and professional and scientific staff have extended loans on books from the stacks and government documents. Graduate students may check out these books until the end of the current semester, and faculty members and professional and scientific staff until the end of the academic year. However, if another patron requests a book that is out on an extended loan, the extension is canceled and the book is recalled with a new due date. Faculty and professional and scientific staff members are charged over due fines only for current and bound periodicals, ILL items, and recalled items. All patron categories are charged replacement, overdue and billing fees for lost items.

Collections with 3-week Loan/Weekly, to End of Semester Renewal/\$.25 per day overdue fine/\$.50 per day recall fine

- Main Collections
- Government Documents
- Oversize Books

Collections with 3-week Loan/One 1-week Renewal/\$.25 per day overdue fine/\$.50 per day recall fine

- Browsing Books
- Career Collection
- Sound Recording
- Maps

Collection with 7-day Loan/One 3-day Renewal/\$.50 per day overdue fine/\$.50 per day recall fine

- Youth Books

Collections with 1-day Loan/No Renewals/\$.50 per day overdue fine/\$.50 per day recall fine

- Bound Periodicals
- Information File

Collection with 7-day Loan/One Renewal/\$2.00 per day overdue fine

- Videos/DVDs

Collection with Special permission (1 day check out/No renewals/\$1.00 per day overdue fine)

- Current Periodical

Collections with Building Use Only

- Desk Periodical
- Desk Newspaper
- Microfilm/Microfiche
- Permanent Reserves

3. A list of other items/services available to various groups of UNI individuals is found below.

- Graduate Carrel (available only to graduate students)  
Semester Loan/No Renewals/\$.25 per day overdue fine
- Course Reserves (available only to currently enrolled graduate and undergraduate students)  
2-hour anywhere, 2-hour Building Use Only, or 3-day Loan/No Renewals/\$1.00 per hour overdue fine
- Study Room Keys (available only to currently enrolled graduate and undergraduate students and currently employed faculty and staff)  
3-hour Loan/Once, for 1 Hour/\$2.00 per hour overdue fine/  
\$25 replacement fee

- Lockers (available only to currently enrolled graduate and undergraduate students)  
Semester Loan/No Renewals/\$.25 per day overdue fine
- Student Laptop Computer (only available to currently enrolled graduate and undergraduate students)  
1-3 hour checkout with 1-1 hour renewal/\$5.00 per hour overdue fine

4. The following is a list of circulation limits for categories of UNI individuals.

The following limits apply to the numbers of items library users of various patron categories may have checked out at one time. When the limit is reached the user's circulation privileges will be "Blocked" until some of the checked out items are returned. At that time, the user may once again check out items up to the limit specified.

Faculty and P&S – 100 items

Graduate students – 75 items

Undergraduate students – 50 items

Merit staff – 25 items

**B. Reciprocal Borrowing Privileges:**

Students, staff, and faculty from the three Regents universities have reciprocal borrowing privileges; that is, anyone from UNI, Iowa State, or the University of Iowa may check out materials at the other two universities, subject to the regulations of the lending institution. Persons from Iowa or Iowa State wishing to borrow material from UNI's Rod Library need only present their school ID card at the Circulation Desk. All library patrons must have a patron information record entered into UNISTAR.

**C. Renewal Privileges:**

Books from the stacks and from government documents may be renewed for one week at a time through the end of the current semester. Browsing and career books may be renewed once, for one week. Youth books may be renewed once, for three days. Study room keys may be renewed once, for one hour (only if other rooms are available). Bound periodicals, information file material, and items that have been requested by other patrons may not be renewed. Library items may be renewed by phone, mail, in person, or through My Library Account on the Library's web site.

**D. Recall and Holds Privileges:**

Books out on extended loan can be recalled. The item is recalled with a new due date. From one to three weeks will be allowed for the book's return, depending upon when it was originally checked out. Items needed for Course Reserves are recalled immediately. If an item is checked out with a normal loan period, a hold on the item can be placed. Once a hold is placed on an item, a recall notice is sent to the person who has it. That person is entitled to keep the book for a full three-week loan period. A notice is sent by mail once the book is returned and becomes available. A pick-up deadline will be stated on the notice. If the item is not picked up by the deadline, the item will be returned to the shelves. Youth books, bound periodicals, and information file material may not be held.

**E. Search Privileges:**

If the item is not on the shelves, patrons may come to the Circulation Desk and request a search for the item. You must bring your UNI ID and the item's call number. Library staff members will begin looking for the item before 1:00 p.m. on the following weekday. If the item is found at that time, or on subsequent searches, it will be held at the Circulation Desk and you will be notified by mail. Youth books, bound periodicals, and information file material are immediately filed back on the shelves and no notices for these items are sent.

**F. Interlibrary Loan Privileges:**

Books and articles obtained from most Iowa libraries are provided to UNI without charge, but many out-of-state libraries charge from \$5.00 to \$20.00 for lending a single title and often as much for photocopying an article. Charges for borrowing books will be passed on to faculty and staff. Photocopy charges will be passed on to all patrons. Loan periods vary from two to four weeks and all borrowed items are subject to recall on short notice. Semester loans are not available. Renewals are not automatically granted and are requested sparingly. Not all lenders grant renewals. Some lenders restrict the use of their material to our library building or to not permit photocopying. There is an Interlibrary Loan request limit of 25 items per week per patron.

**G. Remote Access to Electronic Databases Privileges:**

The University community has access to the Rod Library's electronic databases remotely by accessing the Library's homepage and entering, when prompted, the Cat ID.

**2. General Public**

- A.** The general public may, at no cost, use most Rod Library collections within the Rod Library building. This privilege does not include circulation of these materials for use outside the building.

**B.** The following categories of individuals will receive at no cost equivalent Rod Library Privileges granted to regular UNI employees:

1. Temporary UNI employees who are not eligible for permanent identification cards.
2. Visiting researchers who are neither faculty nor currently enrolled students, but who are sponsored by a University Department or other program.
3. Emeriti and retirees. Do not receive remote access to licensed electronic resources.

**C.** The following categories of individuals will receive, on request and at no cost, Library privileges usually available through purchase of Library Visitor Courtesy Card:

1. Spouses or domestic partners of currently employed UNI faculty and other staff.
2. Spouses or domestic partners of retired UNI employees from all UNI employment categories (i.e. emeritus faculty, professional and scientific staff and merit staff).
3. Spouses or domestic partners of currently enrolled UNI students.
4. Dues-paying members of the UNI Alumni Association.
5. High school students who are recommended in writing by their school librarians.
6. Home schooled high school students who are recommended in writing by a parent or guardian.

**D.** The UNI Rod Library charges a fee for use of certain Library resources and services by persons not in any of the above categories and not directly associated with the University of Northern Iowa. Since tuition paid by students is one of the two main sources of revenue for the general educational program of the University, including provision of Library resources and services, it seems reasonable and proper to require that persons not currently employed by the University or enrolled as students at the University who wish to use Library services pay for these services.

The mechanism for charging non-UNI persons for use of the Library's resources and services is the issuance of a **Library Visitor Courtesy Card**:

1 month \$10  
3 months \$25  
6 months \$50  
12 months \$80

The **Library Visitor Courtesy Card** fee permits the person purchasing the card to use the following materials as indicated, subject to the loan periods and fine rates specified, and subject to immediate recall whenever a UNI person requests an item that the fee paying person has checked out. In addition to any applicable overdue fines, a recall fine of \$.50 per day is charged for non-response to recall. Visitors are limited to having no more than 10 items checked out at a given time.

Library privileges available to persons using the Library Visitor Courtesy Card include the following services:

Collections with 3-week Loan/One 1-week Renewal/\$.25 per day fine

- Main Collection
- Browsing Books
- Career Collection
- Government Documents
- Maps
- Oversize Books
- Sound Recordings

Collections with 1-day Loan/No Renewals/\$.50 per day fine

- Bound Periodical
- Information File

Collections with Building Use Only

- Current Periodical
- Desk Periodical
- Desk Newspaper
- Microfilm/Microfiche
- Permanent Reserves

Collection with 7-day Loan/One Renewal/\$2.00 per day overdue fine

- Videos/DVDs

The **Library Visitor Courtesy Card** does not include privileges of use of youth collection materials, course reserve materials, interlibrary loan service, and recall service. This card also does not include remote access to licensed electronic resources.

**Procedures for purchase of Library Visitor Courtesy Card:**

Non-UNI persons who wish to purchase Rod Library visitor privileges may purchase a **Library Visitor Courtesy Card** at the main Circulation Desk.

*Rod Library approved, 1/2/08, rev. 8/21/09, 10/2/09, 8/26/10*