

UBorrow Policies

June 4, 2015

1. UBorrow is a service offered by Florida's College and University Libraries.
2. UBorrow allows eligible faculty, students and staff affiliated with the Florida's State Colleges and Universities, who are in good standing, to request 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 or holds on their account]
3. Authentication/authorization for use of UBorrow is processed through the patron's home library.
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.
5. Items on reserve in a library are not available for UBorrow.
6. Items borrowed through UBorrow cannot be placed on reserve at any one of the other participating UBorrow libraries.
7. Materials borrowed through UBorrow are loaned for an initial period of 45 days from the date the patron checks out the materials. Materials may be renewed once for 30 days. If additional time is desired, additional time may be added at the discretion of the lending library.

Access Services & PSPC approved 6/2010; PSPC approved UBorrow's revised 30/30 wording 7/26/2010; CSUL approved 8/13/2010

Loan period:

- Loan period of 45 days (77% of respondents agree with a loan period at or over 45 days) - approved by MCLS as of 6/10/2014.

Renewals:

- 1 automated renewal on **monographs** for 30 days (82% agree with the idea of automated renewals, 68% agree specifically with a 30 day renewal) - approved by MCLS as of 6/10/2014.

8. Patron should return items obtained through UBorrow to their home library or a branch of their library.
9. UBorrow requests will be responded to within two business days. 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.

Expiration of requests in system:

- * 2 business day expiration (68% agree with 2 day or less expiration of requests) -- approved

by MCLS as of 6/10/2014.

10. UBorrow materials may be recalled for any reason from any patron type. Recalls require patrons to return materials within 7 business days of receiving the recall notice. Recall materials will be shipped using the statewide courier service.
13. Best Practice: When other copies within the Florida's College and University Libraries 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-- Colleges do not have this implemented yet. need to look at next month. Not all colleges are the same... This could possibly be revisited with the new ILS.

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 based on the patron's home library policies. Any fines charged and collected will be 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
Stopped here until we have an accurate report of lost items by colleges 7-15-15WD
Amounts, policies, procedures and collection of fees for lost books from both end patron and borrowing library will be carried out in accordance with ALA ILL code if no other institutional agreements exist.

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. *Institutions may invoice for items designated as "lost" at the defined replacement rate at the end of each academic period.*
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

20. Blocks/Holds 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

Approved by Council of State University Libraries in 2010.
Additions/adjustments to include the State Colleges made in 2015 by the FLVC Resource Sharing Subcommittee.