

CHECKOUT PERIODS AND PROTOCOLS

Updated September 1, 2023

This protocol is governed by UVU Policy 541 (Section 5.3) [link](#), UVU Policy 371 [link](#), and UVU Policy 115:5.11.3 [link](#)

Checking Out Material

Visit the first- or second-floor circulation desk and present a UVID or government-issued ID to check out materials.

Students and faculty from BYU, SLCC, Snow, SUU, U of U, USU, Utah Tech, Weber, and Westminster are part of the **UALC (Utah Academic Library Consortium)** and may receive borrower privileges with valid institutional identification.

Community guests must be 18+ years of age and provide a current government-issued ID card (driver license, etc.), address, phone number, and email address to set up a library account. Community guests may not check out equipment or reserve textbooks. Inactive accounts will be removed annually.

UVU Students (Includes UCAS and Concurrent Enrollment Students)			
Material Type	Max number of items	Checkout period	Renewals
Books, CDs, Music Scores, Maps	Unlimited	4 weeks	2
Videos	5	4 Weeks	2
Study Supplies	1 per item type	Most are 4 hours	0
Reserve Textbooks	3	Most are 2 hours	0
Equipment	1 per item type	Most are 3 days	0
Semester Laptops & Hotspots	1 of each (must be enrolled in UVU classes)	Due at the end of the current semester	0
Article Database Access	n/a	n/a	n/a

UVU Staff, Graduate Students, and Faculty			
Material Type	Max number of items	Checkout period	Renewals
Books, CDs, Music Scores, Maps	Unlimited	16 weeks	2 (unlimited for UVU Faculty)
Videos	5	4 Weeks	2 (unlimited for UVU Faculty)
Study Supplies	1 per item type	Most are 4 hours	0
Reserve Textbooks	3	Most are 2 hours	0
Equipment & Laptops	1 per item type	Most are 3 days	0
Article Database Access	n/a	n/a	n/a

UVU Alumni, UALC Members, and Community Guests			
Material Type	Max number of items	Checkout period	Renewals
Books, CDs, Music Scores, Maps	10	4 weeks	2
Videos	5	4 Weeks	2
Study Supplies	1 per item type	Most are 4 hours	0
Article Database Access is Only Available on Campus	n/a	n/a	n/a

Renewing Material

Videos, books, maps, CDs, and music scores are renewed automatically. Items will fail to renew if they have reached the maximum number of renewals, are on hold for other patrons, or are non-renewable item types. The library sends a courtesy notice at the time of renewal with updated due dates. Patrons may access their accounts [here](#) to view due dates at any time.

Returning Material

The library sends courtesy due-date reminders by email and/or text. Patrons may request a written due-date receipt at checkout. Patrons must not return reserve textbooks or equipment items in the outdoor book drop. Please be aware of the library's open hours before attempting to return equipment or textbooks.

Fines and Fees

To avoid fines and fees, borrowers must return library items on time and undamaged. When overdue material becomes lost, late fines are automatically replaced with fees (outlined below). Fines and fees totaling \$20 and above will restrict checkout privileges and university records, including graduation eligibility, class registration, and transcript access. Returned (lost) material will leave only the processing fee which can be paid for or appealed [link](#).

Accounts with unreturned (lost) items may be sent to an outside collections agency after four months. New/replacement copies of lost or damaged items cannot be accepted without prior consent from the library.

Material Type	Late Fines	Material Billed Lost at	Late Fines Replaced with
Books, CDs, Music Scores, Maps, Videos	n/a	30 days overdue	Item Replacement Fee + \$20 processing fee
Study Supplies and Reserve Textbooks	\$2/hr capped at \$20	3 days overdue	Item Replacement Fee + \$20 processing fee
Equipment, Semester Laptops & Hotspots	\$20/day capped at \$60	3 days overdue	Item Replacement Fee + \$60 processing fee

Holds

Patrons may place holds on books, CDs, music scores, maps, and videos. (Faculty may contact Danni Chesler to book equipment or faculty laptops.) Once a hold becomes available, patrons receive a courtesy notice and have seven days to pick up their item at the first-floor circulation desk.

Proxy Checkout

A proxy checkout group consists of a Primary Borrower and one or more Secondary Borrowers. The Secondary Borrower(s) may check out items onto the Primary Borrower's account in the absence, and by request, of the Primary Borrower. The Primary Borrower is responsible for all late fines and/or other fees and is responsible for notifying the library when the Secondary Borrower's rights should be rescinded.

To establish a proxy checkout relationship, all parties must complete and sign the [Proxy Checkout Form](#) which must then be approved by library staff.

Fulton Library | Michelle.Vick@uvu.edu | 801-863-8265 | Text a Librarian 801-290-8123

STUDENT

- [ADMISSIONS](#)
- [ACADEMICS](#)
- [CAMPUS LIFE](#)
- [LOOKING TO ATTEND UVU](#)
- [CURRENT STUDENT](#)
- [ACCREDITATION](#)

EMPLOYEES

- [CAREER OPPORTUNITIES](#)
- [EMPLOYEE RESOURCES](#)
- [DIRECTORY](#)
- [PEOPLE & CULTURE](#)

COMMUNITY

- [ATHLETICS](#)
- [VISITORS & COMMUNITY](#)
- [OFFICE OF THE PRESIDENT](#)
- [ABOUT UVU / HISTORY](#)
- [ALUMNI](#)
- [INCLUSION & DIVERSITY](#)
- [ESPAÑOL](#)
- [GIVE TO UVU](#)
- [CONTACT US](#)

UTILITY

- [COVID-19 INFO](#)
- [MAPS / PARKING](#)
- [SERVICE DESK](#)
- [EMERGENCY](#)
- [POLICE](#)
- [GET HELP](#)
- [SEARCH](#)
- [ACCESSIBILITY](#)
- [TITLE IX / EQUAL OPPORTUNITY](#)