Faculty and Student Circulation Policies
For additional information go to http://library.ucf.edu/circulation

UNIVERSITY OF CENTRAL FLORIDA LIBRARY
LOAN REGULATIONS FOR FACULTY/STAFF - SUMMARY

UCF ID's are required of all (UCF) faculty and staff to check out Library materials. The borrower is responsible for all loans made with his/her photo ID. Lost cards should be reported immediately to the Circulation staff and the UCF Card office.

Loan Periods. Loans from the General Collection and Government Documents have a bi-annual due date. Audiovisual materials are checked out for one week. Browsing books (limit of 3) are checked out for three weeks. Interlibrary loan materials are checked out according to the lending library. Some materials, such as newspapers, periodicals, reference items, and special collection items must be used inside the library and in some cases inside a certain room. Study rooms are for enrolled UCF students and cannot be checked out by faculty.

Faculty/Staff Renewals. Renewals may be made online through the library website, over the phone or by email unless another patron has placed a hold request on the item. When renewing items, please give ID barcode and barcodes for all materials to be renewed to Circulation staff.

Hold or Search Requests. After completing a HOLD/RECALL, MISSING, or RETRIEVAL form at the Circulation Desk or online, the Holds/Recalls unit will notify the borrower notified when the material has been located and is ready for use. The material is then held in the borrower's name for one week on the HOLD shelf behind the Circulation Desk. ALL BOOKS ARE SUBJECT TO RECALL AFTER THREE WEEKS.

Fines and Charges. There are no library fines for faculty and staff at UCF. Reminder notices about overdue items are sent to the patrons by mail.

Lost, damaged, or stolen materials should be reported to the Circulation Desk immediately. If material is reported lost, damaged or stolen, or is more than 42 days overdue (assumed lost), the replacement cost of the material plus a processing charge is billed to the borrower. All book bills are payable at the Circulation Desk, cash and check only. Make checks payable to the UCF Library.

Errors or Discrepancies. Please report any errors or discrepancies in Circulation notices or billing promptly to the Circulation Desk. A written petition is required for all appeals affecting library fines and charges.
UNIVERSITY OF CENTRAL FLORIDA LIBRARY

LOAN REGULATIONS FOR STUDENTS - SUMMARY

UCF ID's are required of all UCF students to check out Library materials. The borrower is responsible for all loans made with his/her photo ID. Lost cards should be reported immediately to the Circulation staff and the UCF Card Office.

Loan Periods. Unless otherwise indicated on the date due slip, loans from the General Collection and Government Documents are made for three weeks for undergraduate students and eight weeks for graduate students. Audiovisual materials are checked out for one week for both graduate and undergraduate students. Browsing books (limit of 3) and are checked out for three weeks for all students. Interlibrary loan materials are checked out according to the lending library. Some materials, such as newspapers, periodicals, reference items, and special collection items must be used inside the library and in some cases inside a certain room.

Student Renewals. Materials from the General Collection may be renewed unless another individual has placed a hold request. Students may only renew items online through the Library website or by bringing the items in person to the Library Circulation desk. Materials and Student ID must be presented at the circulation desk at time of renewal.

Study Rooms. Study rooms are checked-out for 2 hours only and the student MUST have a valid UCF ID. There are NO RENEWALS OF STUDY ROOMS. However, if there is a room available after a 15-minute wait, then the patron may check out a study room again.

Reserve Materials. The professor decides reserve materials loan periods with most items having a 2-hour loan period. Some materials are required to stay within the building as instructed by the professor. Many reserves are available online through the library website. Five reserve items may be checked out at a time.

Hold or Search Requests. After completing a HOLD/RECALL, MISSING, or RETRIEVAL form at the Circulation Desk or online the Holds/Recalls Unit will notify the borrower when the material has been located and is ready for use. The material is then held in the borrower’s name for one week on the HOLD Shelf behind the Circulation Desk. ALL BOOKS ARE SUBJECT TO RECALL AFTER THREE WEEKS.

Fines and Charges. All student borrowers are subject to library fines. Materials are considered overdue at 8:00 a.m. the day after the due date or, in the case of reserve materials, one hour after the time indicated on the date due. Fines are 25 cents per day for regular loans or 25 cents per hour for reserve loans. The maximum fee is $5.25 per item overdue. Reminder notices about overdue items are sent to the patrons by mail. Materials in the General Collection are eligible for a 3-day waiver grace period. Although fines accrue from the stamped date due, they are not collected until the amount reaches $1.00 (4 days overdue). The grace period does not apply to Reserve, Interlibrary Loans, or special permission loans. All Library fines are payable at the Cashier’s Offices, located in Millican Hall or near the Bookstore. Questions about fines should be directed to the Student Accounts Office.

Lost, damaged, or stolen materials should be reported to the Circulation Desk immediately so that fines may be stopped. If material is reported lost, damaged or stolen, or is more than 42 days overdue (assumed lost), the replacement cost of the material plus a processing charge is billed to the borrower, as well as any fines due before the date reported lost. Until Library materials are returned, they are the responsibility of the borrower. Credit for return will be given when the material is discharged through the circulation transaction system. All book bills are payable at the Circulation Desk, cash and check only. Make checks payable to the UCF Library.

Errors or Discrepancies. Please report any errors or discrepancies in Circulation notices or billing promptly to the Circulation Desk. A written petition is required for all appeals affecting library fines and charges.