



**Circulation of Library Materials # 2110.015**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
July 15, 2019	February 12, 2021	University Libraries

**POLICY STATEMENT**

Borrowing privileges are generally restricted to students, faculty, staff, and alumni of Florida International University; and to students, faculty, and staff of other institutions in the State University System and libraries with whom reciprocal borrowing agreements have been established. Active FIU Library Associates have borrowing privileges. Members of the general public are allowed to use library materials only within the library.

**SCOPE**

This Policy applies to students, faculty, staff, alumni, and the general public.

**REASON FOR POLICY**

To delineate procedures and regulations with regard to students, faculty, staff, alumni, and the general public for borrowing library resources.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Florida Community College System ("FCCS")	The Florida Community College System is comprised of 28 community colleges - Brevard Community College, Broward Community College, Central Florida Community College, Chipola College, Daytona Beach Community College, Edison College, Florida Community College at Jacksonville, Florida Keys Community College, Gulf Coast Community College, Hillsborough Community College, Indian River Community College, Lake City Community College, Lake-Sumter Community College, Manatee Community College, Miami Dade College, North Florida Community College, Okaloosa-Walton College, Palm Beach Community College, Pasco-Hernando Community College, Pensacola Junior College, Polk Community College, Santa Fe Community College, Seminole Community



	College, South Florida Community College, St. Johns River Community College, St. Petersburg College, Tallahassee Community College and Valencia Community College.
State University System (“SUS”)	The State University System of Florida is comprised of 12 institutions – the University of Florida, Florida State University, Florida A&M University, the University of South Florida, the University of Central Florida, Florida Atlantic University, Florida International University, the University of West Florida, the University of North Florida, Florida Gulf Coast University, Florida Polytechnic University and New College of Florida.
Library Associates	Membership as a Library Associate is open to all individuals or corporate entities. Associates not already affiliated with the University must be at least 18 years of age.
Southeast Florida Library Information Network (“SEFLIN”)	A non-profit membership organization of Southeast Florida libraries, dedicated to cooperative library services in Southeast Florida.

**ROLES AND RESPONSIBILITIES**

Most circulation services are performed by the Access Services Department.

**RELATED RESOURCES**

[Libraries Building Use](#)

**CONTACTS**

**Dean of University Libraries**  
 11200 S.W. Eighth Street GL 831 Miami FL 33199  
 Phone: 3053483133  
 Facsimile: 3053483408

**HISTORY**

**Initial Effective Date:** 2004  
**Review Dates** (*review performed, no updates*): N/A  
**Revision Dates** (*updates made to document*): July 15, 2019; February 12, 2021; January 31, 2024 (procedure only)



**Circulation of Library Materials #2110.015a**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
July 15, 2019	January 31, 2024	University Libraries

<b>PROCEDURE STATEMENT</b>
<ul style="list-style-type: none"> <li>• A valid library I.D. must be used to borrow materials from the FIU Libraries. In addition, a valid government issued photo I.D. is required to check out electronic materials.</li> <li>• FIU faculty, staff, and currently enrolled FIU students will need to have a valid physical or digital FIU Photo I.D., which serves as the library card at the FIU Libraries. FIU adjunct faculty have the same circulation privileges as permanent FIU faculty members.</li> <li>• FIU Alumni may continue to use their FIU I.D. cards.</li> <li>• FCCS faculty, staff, and currently enrolled FCCS students will need to present a valid I.D. card from their home institution.</li> <li>• SUS faculty, staff, and currently enrolled SUS students will need to have a valid Photo I.D. card from their home institution.</li> <li>• Library Associates have privileges to most library services as explained in the Library Associates Policies.</li> <li>• SEFLIN patrons must visit <a href="http://bit.ly/3K2XFQQ">http://bit.ly/3K2XFQQ</a> and complete the form before visiting any FIU Library. Once they arrive, library staff will verify their account is in good standing and they may check out items from an FIU Library.</li> <li>• Patrons participating in Special Programs, Courses and Seminars may be eligible for borrowing privileges when special arrangements have been made with the FIU Libraries. Please inquire at the Circulation Desk or the Administrative Office on either campus.</li> <li>• Go to <a href="https://library.fiu.edu/friendly.php?s=use/policies/circulation-borrowing">https://library.fiu.edu/friendly.php?s=use/policies/circulation-borrowing</a> for complete procedures and guidelines governing the circulation of library materials.</li> </ul>