CIRCULATION OF LIBRARY MATERIALS

POLICY STATEMENT (R*)
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.

REASON FOR POLICY (O*)
To define policies with regard to students, faculty, staff, alumni, and the general public for borrowing library resources.

DEFINITIONS (R*)

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 Community 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.

PROCEDURES (O*)

• A valid library card must be used to borrow materials from the FIU Libraries.

• FIU faculty, staff, and currently enrolled FIU students will need to have a valid FIU Photo I.D. Card, which serves as the library card at the FIU Libraries. FIU adjunct faculty have the same circulation privileges as permanent FIU faculty members.

• FIU Alumni may continue to use their FIU I.D. cards.

• FCCS faculty, staff, and currently enrolled FCCS students will need to present a valid I.D. card from their home institution.
SUS faculty, staff, and currently enrolled SUS students will need to have a valid Photo I.D. card from their home institution.

Library Associates have privileges to most library services as explained in the Library Associates Policies.

SEFLIN patrons must present a current SEFLIN access card from their home library before obtaining an FIU library card.

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.

Go to http://library.fiu.edu/ for complete procedures and guidelines governing the circulation of library materials.

RESPONSIBILITIES (O*)

Most circulation services are performed by the Access Services Department.

HISTORY (R*)

Initial Effective Date: 2004 Revision Date: July 15, 2019

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

FIU Libraries
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

FIU Libraries
11200 S.W. Eighth Street - GL 831
Miami, Florida 33199
Telephone: (305) 348-2461

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

*R = Required  *O = Optional