

**THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES
NOTICE OF REGULATION AMENDMENT**

REGULATION NUMBER AND TITLE: 5.004 Library Services

SUMMARY OF THE REGULATION: This regulation is being amended to update the interlibrary loan process.

TEXT OF REGULATION: The full text of the Regulation Amendment can be viewed below and on the Florida Polytechnic University Board of Trustees website, at <https://floridapoly.edu/university-notices.php>. If you would like a copy of the Proposed Regulation, please contact Sherri Pavlik, Executive Assistant to VP and General Counsel, (863) 874-8412.

AUTHORITY: BOG Regulation 1.001; Fla. Stat. 1006.54, and 1009.24(14)

NAME OF PERSON INITIATING PROPOSED REGULATION: Melaine Schmiz,
Associate General Counsel

ANY PERSON SEEKING TO COMMENT ON THE REGULATION AMENDMENT MUST SUBMIT COMMENTS IN WRITING TO THE CONTACT PERSON LISTED BELOW. ALL WRITTEN COMMENTS MUST BE RECEIVED BY THE CONTACT PERSON WITHIN 14 CALENDAR DAYS OF THE DATE OF PUBLICATION OF THIS NOTICE.

THE CONTACT PERSON REGARDING THIS REGULATION IS: Sherri Pavlik, Executive Assistant to VP and General Counsel, spavlik@floridapoly.edu, (863) 874-8412, 4700 Research Way, Lakeland, Florida 33805, and Fax: (863) 874-8716.

DATE OF PUBLICATION: November 14, 2023

THE FULL TEXT OF THE REGULATION AMENDMENT IS PROVIDED BELOW:

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

FPU-5.004 Library Services

(1) **Purpose.** This regulation shall apply to all Florida Polytechnic University libraries and all library users and is designed to facilitate use of the University's libraries and use of the state university system library materials by interlibrary loans ("ILL").

(2) **Services Offered.**

(a) The University Library may receive copies of reports of state officials, departments, and institutions and all other state documents published by the state. The library will keep public documents in a convenient form accessible to the public. The library, is authorized to exchange documents for those of other states, territories, and countries.

(b) Members of the public may use the University's libraries and certain library materials within the libraries or online, but they may not check out materials or request ILLs.

(c) Patrons (University students, faculty or staff members) with a valid University identification card may request materials from other libraries by ILL.

(i) Articles requiring an ILL will be processed by University librarians after patrons have completed the online request form.

(ii) The University library will process a maximum of five (5) ILL requests per patron per day.

(iii) Upon the University's receipt of the requested loan materials, the patron's account will reflect the receipt of the loan materials and indicate where the Patron may pick up the materials.

(iv) ~~Books requiring an ILL will be processed through the UBorrow ILL system. UBorrow is an interlibrary loan system between the State University Libraries. Items requiring an ILL request will be processed through RapidILL for digital articles, eBook chapters, and out-of-state print books, and UBorrow for print books.~~

(v) An invoice for overdue ILL materials may result in the blocking of the patron's library privileges until the loan material has been returned or the invoice paid. The library will not credit the replacement charge for items returned by the patron ninety (90) days or more after the replacement charge has been assessed.

Authority: FBOG regulation 1.001; Fla. Stat. 1006.54, and 1009.24(14)

History: New 7.29.14, revised ##