

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) . 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 2.13.24