



Library Lending

eda-lib-0001

About This Policy

Effective Dates:

07-22-2020

Last Updated:

07-31-2023

Responsible University Administrator:

Gabriel Rios -- Library Director

Policy Contact:

Michael Wilkinson -- miawilki@iu.edu

Scope

Indiana University faculty, staff, students, and Indiana health care professionals.

Policy Statement

1. Eligible borrowers may check out materials at Ruth Lilly Medical Library using their IU identification. Guest cards issued by IUPUI University Library and other Indiana University Libraries to Indiana citizens cannot be used at Ruth Lilly Medical Library.
2. Indiana Health Care Professionals are eligible to apply for a library card to borrow books. A valid Indiana University identification card, Indiana health care professional license, educational credentials in a health care field or membership in an association for health care professionals is required. By accepting a Medical Library card, the borrower is financially responsible for materials checked out on the card and agrees to abide by the circulation policies of Ruth Lilly Medicine Library. Persons wishing to apply for a library card should check with the circulation desk staff.
3. Lost or stolen library cards should be reported to the circulation desk at: (317) 274-7182.
4. Indiana University patrons' check out period is 90 days. Indiana health professionals' checkout period is 30 days.
5. Renewals may be performed through the My Account feature in IUCAT, in person, by phone, or by email at libmcirc@iu.edu.
6. After the two renewals are exhausted, users will need to return checkouts to the circulation desk. If another user does not have a hold on the title, it may be checked out again and the user will receive two additional renewals.
7. Journal volumes and reference books can be loaned for 24 hours to Indiana University faculty, staff and students.
8. The loan period for reserve books is seven days with some course-specific exceptions.
9. When the library is closed, books may be dropped into the book return bin outside the library door.
10. Holds may be placed on books that are checked out.
11. Materials needed for another user may be recalled.
12. Circulation staff assists with checkouts, returns, renewals, overdue fines, new library cards, etc.

Reason For Policy

This policy ensures availability of the library's print resources to eligible borrowers and protects the library's assets.

Definitions

Indiana health care professional – A health care professional licensed in Indiana or an Indiana resident employed in a professional capacity in a health care organization.

IUCAT – Indiana University's online library catalog. <https://iucats.iu.edu>

Sanctions

1. Overdue fines are 50 cents per day per item. If item(s) is not returned after 28 days, the user will be billed for the cost of each item plus a \$25.00 processing fee per item.
2. The reserve materials overdue fine rate is \$1.00 per day per item.
3. Users cannot checkout or renew library materials until bills and fines are settled.

Additional Contacts

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History

1. Policy created on 22 July 2020.
2. Policy updated with minor cosmetic changes on 31 July 2023.