THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Libraries	**Number:**	302.1
		Revised:	11/15/89
SUBJECT:	Loan Privileges	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	University Library		

The University Library has a 150 year history of collection building and sharing its collections with the broader scholarly community. Over six million volumes are included in the system of distributed libraries on campus. There are a number of mechanisms for access provided for those who like to use materials from the University Library.

The Library collections are available to all individuals for use on site.

Faculty, staff, and students as well as all ancillary staff are eligible to borrow materials from the University Library collections.

Any individual in the U.S. may request that materials be borrowed from the UM collection through his or her local library's interlibrary loan offices.

Individuals unaffiliated with UM may purchase privileges to borrow from UM library collections on an annual basis through Graduate Library Circulation Services at (313) 763-5060.

The Michigan Information Transfer Source (MITS) was established in 1980 to provide a mechanism, for individuals, businesses, or corporations to engage library staff for research or other information delivery services. This fee-based service is available to all individuals as a mechanism to obtain single or multiple items from the collection. Express and fax delivery options are also available at (313) 763-5060.

All faculty from universities and colleges in the state of Michigan are eligible for privileges to borrow from University Library collections.

General circulation policies:

1. Regulations concerning length and type of loan may vary slightly among various library units, depending on type of material; circulation of some items may be restricted or prohibited.

2. All borrowers are subject to the suspension of library privileges in all units of the University Library system when materials are not returned within a reasonable period of time. All borrowers are subject to fines for the late return of books which have been recalled for use in course reserves or by another borrower.

3. The library will not take responsibility for undelivered mail due to failure of the borrower to report address changes.

Staff and faculty may apply to Graduate Library Circulation Services, 104 Hatcher N, to receive a barcoded library card.

The University Library System includes:

Art and Architecture Library
Asia Library
Chemistry Library
Dentistry Library
Documents Center
Engineering/Transportation Library
Film and Video Library
Fine Arts Library
Information and Library Studies Library
Harlan Hatcher Graduate Library
Map Library
Mathematics Library
Museums Library
Music Library
Natural Science Library
North Engineering Library
Physics/Astronomy Library
Public Health Library
Rare Books and Special Collections
Social Work Library
Medical Library
Undergraduate Library