

Universal Borrowing Standard Policies Chart Effective January 2012

These policies apply to Individual Borrowers only (and not Institutional Borrowers), as defined in the I-Share Library Resource Sharing Code.

| I-Share Universal Borrowing Policy for all UB Eligible Patrons | Setting | Notes |
|---|--|---|
| Maximum number of UB requests a patron may have at one time (assuming the patron meets no other UB block conditions) | No limit | |
| Maximum number of UB items charged a patron may have at one time (assuming the patron meets no other UB block conditions) | No limit | |
| Books: Initial UB loan period (before renewal) | 28 days | |
| REVISED JULY 2011 Non-print material: UB loan period (No renewals) | 14 days | Applies to non-print materials that the institution makes available via UB |
| Books: Renewal load period | 28 days | |
| Renewals extend the loan time from (renewal date or due date) | Due date | When the item is renewed, the loan period will be extended 28 days from the current due date. |
| Renewals are allowed if the item is overdue (but not recalled or lost) | Yes | This setting applies to local circulation as well as UB |
| REVISED JULY 2011 Number of times a UB item may be renewed | 3 (except Faculty and Academic Employees) | Faculty and Academic Employees (only) may renew items 6 times. Non-print items are not renewable. |
| Email courtesy notice (warning of impending due date) is sent | 7 days before due date | |
| Number of days overdue at which the first overdue notice is created for a UB item | 7 days after due date | |
| Number of days overdue at which the second overdue notice is created for a UB item | 21 days after due date | |
| Number of days overdue at which a UB item is declared lost by Voyager | 29 days after due date | |
| REVISED JULY 2011 Daily fine rate | No overdue fines are assessed for UB loans | |
| Lost or damaged book fee | Set by the lending library | UB fines are billed by and paid to the lending |

| I-Share Universal Borrowing Policy for all UB Eligible Patrons | Setting | Notes |
|---|----------------|--|
| Minimum UB fine or fee owed to a single institution to generate a notice | \$20.00 | This is not cumulated across multiple institutions. The patron must owe \$20 or more to any one institution. |
| Revised January 2012 | | |
| Maximum number of UB items overdue before the patron is blocked in UB | 25 | This is cumulative across UB. The patron is blocked when they have a combined total of 25 UB items overdue from one or more UB libraries. Overdues at the home library are NOT counted toward this UB block. |
| Maximum number of UB items that are BOTH overdue and recalled by staff before the patron is blocked in UB | 1 | Overdue and recalled items from the home library are not counted toward this UB block. |
| Maximum UB items currently lost before the patron is blocked in UB | 3 | Lost items from the home library are not counted toward this UB block. |
| Maximum UB claimed returned items on patron's record before the patron is blocked in UB | 10 | Claimed return items from the home library are not counted toward this UB block. |
| Maximum UB "self shelved" items (returned to the shelf without discharge) on patron's record before the patron is blocked in UB | 10 | "Self shelved" items at the home library are not counted toward this UB block. |
| Maximum amount owed before the patron is blocked in UB | \$200.00 | Patron is blocked when they owe a combined total of \$200.00 on UB items. Fees owed to the home library are not counted toward this UB block. |