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Institutional Borrowing Privileges

Nelson Poynter Memorial Library.

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Institutional Borrowing Privileges

Reviewed and approved by the Library Leadership Team, April 20, 2013

While the Nelson Poynter Memorial Library exists to serve the students, faculty and staff of the University of South Florida St. Petersburg and the USF System, limited privileges are sometimes extended to employees of non-profit institutions or organizations that serve the local community. For-profit businesses are usually not eligible for any services beyond those provided to any member of the general public.

Application for institutional borrowing privileges should be made to the Dean of Library. A letter on official stationery, signed by an appropriate representative of the organization, accepting ultimate responsibility for library materials must be presented to the library. The letter must indicate the period of desired coverage and a list of potential users. The sponsoring institution is responsible for providing the Library with the correct name, address, telephone number, and email address of the current institutional contact person.

Privileges are not granted automatically. **The Library reserves the right to withhold privileges, or to withdraw them, if they are abused.** Applicants will receive a response to their request from the Library Dean as soon as possible.

Official and current institutional identification, as well as government-issued personal identification, must be presented before a Library Card can be issued. Borrowing privileges are only for the USFSP Poynter Library and not valid at other USF libraries.

Borrowing privileges do not include access to USFSP restricted services such as interlibrary loan, the test collection or remote access to databases. Some materials are restricted to Library Use Only. These items include, but are not limited to, reference materials, Special Collections, and periodicals.

Guest computer stations are available in the library. An associate at the Service Desk can log guests onto a computer. Library databases can be accessed from the guest computers, but no document creation or editing applications. Because of licensing restrictions imposed by contractual agreement between the USF System and vendors, **there is no off-campus access to licensed databases, electronic journals, or eBooks.**

Library Card holders are responsible for complying with the Nelson Poynter Memorial Library's regulations, and for all fines, fees, and losses incurred. Replacement charges are automatic when the materials are six to seven weeks overdue. Failing to read the email notices, not knowing the due dates, being out of town, not being on campus, needing to keep the material for research purposes, not knowing the rules or the amount of fines levied are NOT among the valid reasons for dismissing library fines.

An institutional card holder's borrowing privileges may be blocked if the borrower:

- Owes library fines
- Fails to respond to a recall notice
- Has overdue items
- Has an expired account

Please direct any questions to the Head of Access Services.