



Uintah County Library Borrowing Privileges Policy

UCL-MAS-002

POLICY STATEMENT

Uintah County Library is committed to providing equitable access to library materials and services to library patrons. To fulfill this commitment, the Library Board of Directors establishes conditions for borrowing privileges to ensure the return of materials or compensation for county assets.

1. ITEM LIMITS

1.1 The total number of items a library cardholder is eligible to borrow at one time is dependent upon the Account Type. Account type limits are:

Account Type	Total physical items out at once	Access to public computers and the internet	Access to e-content	Interlibrary Loan (ILL) Privileges	Maker Space access and use (fees apply)	Miscellaneous Items (e.g., Library of Things)	Room Reservation Privileges – Study / Meeting Room (see room policies)
Full access – Adult <i>T-Rex</i>	24	Yes	Yes	Yes	Yes	Yes	Both
Full access – Juvenile <i>Stegosaurus</i>	24	Yes	Yes	Yes	Yes	Item dependent	Study Room only
3-Checkout Account <i>Triceratops</i>	3	Yes	Yes	Yes	Yes	Item dependent	Age-dependent
Duchesne	24	Yes	No	No	Yes	Yes	Both
Limited Access <i>Velociraptor</i>	10	Yes	No	No	Yes	No	Both

1.2 Maximum limits (within eligible limits due to Account Type) are placed upon the number of items of any one Item Type a library card holder may borrow at one time.

1.3 Item Type determines ~~Loan periods are determined by Item Type~~. Item Type limits and Loan Periods are:

Item Type	Item Limit	Loan Period	Renewals
Books	24	21 days	Yes
Books on CD / Playaway	24	21 days	Yes
Book / CD combination	24	21 days	Yes

DVDs & Blu-Rays	24	21 days	Yes
DVDs & Blu-Rays (new)	24	7 days	Yes
e-books	10	21 days	
e-audiobooks	10	21 days	
e-magazines	24	21 days	
Miscellaneous Items (non-traditional items such as telescopes, color-corrective glasses, pottery wheel, etc.)	5 (1 per type)	7 days	No
Discovery Kits	2	14 days	No
Chrome Books	1	21 days	No

1.4 Renewals for applicable materials, including e-content, are dependent upon item availability and any holds placed on the item by other patrons. Items with holds waiting may not be renewed.

2. LOSS OF BORROWING PRIVILEGES

The following conditions will suspend a library account:

2.1 Fees over the maximum amount threshold set in the [Account and Card Policy](#).

2.1.1 Fees are accrued on items that are lost, damaged, or returned with missing parts. (See [Fee Schedule](#).)

2.2 False or invalid identification, address, or signature;

2.3 Expired card status (see [Account and Card Policy](#));

2.4 Card reported lost or stolen;

2.5 Collection activity.

2.5.1 The library may send accounts that owe at least \$100 and are ~~over~~more than 60 days overdue to collection. After 120 days, patron information may be submitted to credit agencies for listing.

3. INTERLIBRARY LOAN SERVICE (ILL)

3.1 Interlibrary Loan (ILL) allows eligible UCL cardholders to request library materials not available in the UCL collection from other libraries participating in the Beehive Library Consortium or the OCLC WorldShare ILL network. ILL service is subject to the availability of the requested item and the lending library's willingness to lend.

3.2 The following rules govern all ILL requests placed by or on behalf of UCL cardholders:

- 3.2.1 T-Rex (Adult Full), Stegosaurus (Juvenile Full), and Triceratops (3-Checkout) accounts are eligible for ILL. Duchesne County, Velociraptor, and non-resident accounts are not eligible for ILL.
- 3.2.2 T-Rex and Stegosaurus eligible patrons may have up to five (5) active ILL requests at one time per account. Triceratops eligible patrons may have up to three (3) active ILL requests at one time per account.
- 3.2.3 Loan periods are set by the lending library, typically 3-4 weeks. UCL will communicate the due date upon receipt of the item.
- 3.2.4 Renewals are at the discretion of the lending library. UCL will request a renewal on the patron's behalf if asked, but cannot guarantee it will be granted.
- 3.2.5 The lending library may recall items at any time. Patrons must return recalled items within 5 days of notification.
- 3.2.6 Patrons are responsible for fees charged by the lending library (see the UCL Fee Policy, UCL-PAT-003, and the UCL Fee Schedule). UCL will communicate any fees before dispatch.
- 3.2.7 ILL service is suspended when a patron's account is suspended (see Section 2 of this policy). Outstanding ILL items must be returned before service is reinstated.
- 3.2.8 When an ILL item is lost or damaged, the borrowing patron is responsible for the replacement cost as set by the lending library, plus any applicable fees.
- 3.2.9 UCL participates in the Beehive Library Consortium and the OCLC WorldShare ILL network. UCL cannot guarantee that a requested item will be available.
- 3.2.10 UCL will provide the patron with an estimated availability window when a request is placed; typically, 1–2 weeks for consortium requests. Patrons will be notified when the item arrives.
- 3.2.11 An ILL item held for a patron which is not picked up within 7 days of the patron's notification will be returned to the lending library. The patron may re-request the item.
- 3.2.12 ILL request records are protected as patron records under the UCL Patron Information Confidentiality Policy (UCL-PAT-004) and GRAMA.
- 3.3 UCL will not submit ILL requests for: items available in the UCL collection (including e-content); items available through the Beehive Consortium catalog for direct patron checkout; textbooks when the primary purpose is course use; rare, fragile, or restricted items that lending libraries decline to loan; or items that cannot legally be loaned under copyright or licensing restrictions.
- 3.4 Patrons who request ILL items accept full responsibility for returning the item by the due date set by the lending library, for any fees charged by the lending library, and for the cost of replacing a lost or

damaged ILL item at the value set by the owning library. Failure to return ILL items or to pay ILL fees may result in suspension of ILL privileges or library account suspension as provided in Section 2.

3.5 UCL staff shall place ILL requests promptly, notify patrons when items arrive, track outstanding requests and due dates, and communicate any fees or special conditions to patrons before the item is dispatched. Staff shall process returns to lending libraries within two business days of patron return.

2.63.6 Fees related to ILL service (including fees charged by lending libraries and fees for missing lending labels) are documented in the UCL Fee Policy (UCL-PAT-003) and the UCL Fee Schedule. This section governs ILL eligibility, procedures, and patron responsibilities; the Fee Policy governs financial consequences.

This policy supersedes all previous versions and will be reviewed every three years or as needed.

Approved by the Uintah County Library Board of Directors.

DATE ADOPTED: March 19, 2025

DATE EFFECTIVE: April 8, 2025

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