

POLICY: Library Home Delivery

I. Policy Scope

- The purpose of Library Home Delivery is to provide University of Utah students in degree and certificate granting programs access to circulating physical library material when enrolled in University of Utah UOnline Courses, distance education, and thesis or dissertation hours. Home delivery is also available to current Faculty and Staff.

II. Definitions

- “University Course”: Offered by a degree or certificate-granting program at the University of Utah.
- “University of Utah UOnline or Distance Education Student”: Current University of Utah student enrolled in a UOnline, distance learning class, or working on thesis or dissertation hours living in the United States and more than 75 miles away and not attending a physical class that meets within 75 miles of the J. Willard Marriott Library at least once a week.
- “Faculty”: University of Utah Faculty member living in the United States and more than 75 miles from the J. Willard Marriott Library and not visiting campus at least once a week.
- “Staff”: University of Utah Staff member living in the United States and more than 75 miles from the J. Willard Marriott Library and not visiting campus at least once a week.
- “Equipment”: Technology and peripheral devices assigned to the locations CMCAC or CMPAC.
- “Non-circulating”: Library materials not available for circulation to library patrons. Materials that are non-circulating include but are not limited to Special Collections and Microforms.
- “Short-loan”: Material circulating for periods shorter than 14 days.

III. Policies

- Home Delivery may be requested through [Usearch](#) according to the Pull & Delivery Services page.
- The first Home Delivery request will require initial setup and eligibility verification through Peoplesoft.
- University of Utah UOnline or Distance Education Students enrolled in a University Course may request regular, circulating materials available at the J. Willard Marriott Library to be delivered to their home.
- If available J. Willard Marriott Library owned materials will be mailed within 24 hours Monday-Friday.
- If an electronic equivalent is available, the patron will be provided a link instead of the physical item.
- Equipment checkouts, non-circulating, and other short-loan material are not available for home delivery fulfillment.
- Physical Reserve books are not sent by mail; however, portions of an item can be provided through Interlibrary Loan (ILL) as part of the Document Delivery Program.
- To accommodate the total shipping and return time, 14 Day items will be extended to a 30 day loan period.
- Items will arrive in a reusable mailer along with a pre-paid return label.
- Patrons are responsible for return shipping charges if they lose the pre-paid return label.

- If an item is not available, lost, or missing, the patron will be notified via email. Alternative options including ILL will be provided via email.
- For the purpose of due dates and fine disputes, the postmark will be used as the physical return date.

IV. History

- A. Policy owner: Collection Services and Facilities Management
- B. Policy approved by:
 1. Library Services Committee: March 23, 2017
 2. Executive Committee: March 27, 2017

Note: Policies should be reviewed at minimum every three (3) years.