



## **POLICY: Home Delivery Policy**

### **I. Purpose and Scope**

The purpose of Library Home Delivery is to provide University of Utah Staff, Students, and Faculty access to circulating physical library materials sent directly to their preferred mailing address.

### **II. Definitions**

- a. “Equipment”: Technology and peripheral devices assigned to the location KCSCS.
- b. “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.
- c. “Short-loan”: Library owned materials with circulating item policies less than 30-days.
- d. “Preferred mailing address”: The address a patron’s home delivery requests are sent to, designated in Alma as their ‘home’ address.

### **III. Policies and Responsibilities**

- a. All current University of Utah Staff, Students, and Faculty members may request circulating materials, available at the Marriott, Eccles, or Faust libraries, to be delivered to their home.
- b. Home Delivery should be requested through [Usearch](#) according to instructions found on the [Delivery Services page](#).
- c. The first Home Delivery request will require that patrons provide their preferred mailing address for initial setup.
- d. Library owned materials will be mailed within 48 hours Monday-Friday.
- e. Non-circulating and short-loan materials are not available for home delivery fulfillment.
- f. If an item is not available, lost, or missing, the patron will be notified via email. Alternative options, including ILL, will be provided.
- g. Equipment and Inter-Library Loan (ILL) items may also be requested for home delivery.
- h. For the purpose of due dates and fine disputes, the postmark will be used as the physical return date.

### **IV. Policy References**

- a. [Marriott Library Borrowers Responsibilities](#)
- b. [Marriott Library Patron Policies & Responsibilities](#)

### **V. Policy Owner**

- a. Library Operations, Logistics, & Facilities



**VI. History**

- a. Policy approved by:
  - i. Executive Committee: August 23, 2021
  - ii. Updated August 11, 2021

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