PREAMBLE: This section provides basic information about the UI Library. For further information, contact the library directly (208-885-6534).

A. INTRODUCTION. As Idaho's flagship research library, the University of Idaho Library (Library) connects our users with information, ideas, tools, and spaces; enriches formal and informal learning opportunities; supports and advances research, scholarly, and creative activity; builds partnerships through regional and national outreach; and preserves university, state, and regional historical archives. We champion the transformative power of ideas and learning, inspire our students to engage in a lifelong pursuit of intellectual development, and provide an essential foundation for innovation, research, and scholarship. The University Library supports the teaching, research, and service missions of the university. It is the regional depository in Idaho for U.S. Government documents, a designated Earth Science Information Center and a U.S. Patent Depository. As a member of WLN and OCLC, it has access to the collections of other scholarly libraries within the region and the nation. The Library seeks to build and maintain mutually beneficial partnerships to ensure faculty, staff, and students have the broadest access to the Library collections, while providing services to citizens of the state and region.

B. SERVICES.

B-1. Loan Privileges.

a. Books in the general collection may be borrowed for four to six weeks loan period. Loan periods for materials from the general collection are charged out at the loan desk located near the entrance on the first floor in other collections may be shorter. These materials are subject to recall after two weeks, if needed by others.

b. Faculty members are exempt from overdue charges with the exceptions of fines associated with overdue interlibrary loan, consortial, or recalled materials; nevertheless, it is not in the overall university interest to have a faculty member borrow a large number of books and keep them for a long time. Highly specialized materials that are not in demand and are needed by faculty members for continuous close-at-hand use may be charged out for an extended period as long as one semester.

c. Normally, the UI Library does not lend indices, abstracts, reference books, U.S. government documents, or periodicals for use outside the library because it is in the best interest of the UI community that they be available in the library and accessible to all. In exceptional cases, arrangements to check them out may be made through the librarian in charge.

B-2. Interlibrary Loans.

a. The Library's department administers an interlibrary loan service and, to facilitate borrowing on request, will obtain scholarly materials not available here from another library for use by faculty members, staff and students engaged in serious research.

b. Interlibrary loans are agreements between libraries. The lending library establishes the privilege of stipulating the conditions under which the loan is made, and the borrowing library must abide by these regulations and any special use conditions. Overdue time should be allowed for securing the item desired, and any book that is in print and of value to the library should be ordered rather than borrowed. It is recommended that graduate student research at UI not be undertaken in areas in which a large percentage of the needed library materials must be borrowed through interlibrary loan, as infractions may interrupt service to other library users.

c. The Library is a member of the Orbis Cascade Alliance, a consortium of academic libraries in the Pacific Northwest.
Northwest. UI faculty, staff and students can borrow materials located at member libraries, including Washington State University. In view of the fact that most research libraries limit the loan of periodicals, persons requesting periodical articles on interlibrary loan should expect to receive photocopies and should be prepared to pay the charges involved.

B-3. Electronic Resources.

a. The Library licenses and makes available electronic content for use by students, faculty, and staff currently affiliated with UI. Use of licensed content is dictated by terms agreed to by both the Library and the content provider. These agreements typically prohibit excessive downloading of content, commercial use, and use by individuals not directly affiliated with the UI. If the Library is notified that a user is violating the terms of a license, appropriate action will be taken by the Library to address the violation in questions and, as necessary, to prevent further abuse.

b. Individuals not affiliated with the UI have limited use of most resources through public terminals in the Library.

B-3. Reciprocal-Use Agreement with WSU.

a. Washington State University and UI have an agreement under which faculty members and students of either institution have free use of the library resources and facilities of the other. Such use is subject, however, to the regulations of each institution.

b. UI faculty members and students must consider use of the WSU Library a privilege, not a right. They should not abuse or endanger this privilege by borrowing a large number of items at one time, items for class use here, materials in great demand, items this library should buy, or rare items; nor should they keep, or request to keep, materials they borrow longer than the normal loan period. Under certain circumstances, UI faculty members may be given a long-term or semester loan of certain UI library materials, but this is not true of WSU library materials.

B-4. Library Hours. The University Library is normally open about 100 hours a week. Changes in library hours for holidays and vacation periods are regularly published in the Idaho Register and posted at the main entrance of the library.


a. It is important that faculty members are encouraged to place books or related materials on course reserve before at least one week prior to making class assignments.

b. The library should be given Requests forms to create a reserve-book lists are available online or in the Library at least one week in advance.

b-c. Standard “Library Reserve Book” forms should be used and may be picked up at, or ordered by telephone from, the reserve desk. Faculty members are urged to check the card catalog to ascertain that the library has the needed books, to write the call numbers on the form and, if convenient, to take the books required for reserve directly to the reserve desk. Faculty members may place personal copies, as well as library books, on reserve—for two-hour, one-day, or three-day loans—at their discretion. Non-library materials should be properly identified with a mark of ownership and should be reclaimed after they are no longer needed on reserve.

d. If library materials are to be purchased for reserve, sufficient time should be allowed for their acquisition. “Purchase Request” forms marked “for reserve use—first (second) semester” will be given priority treatment.
Library-Use Lectures.

a. Upon request, librarians conduct Specialized lectures on the acquiring and evaluating of information library resources are available for upper-division and graduate classes.

b. The lectures are given by the subject librarians, and techniques of bibliographic searching are emphasized. Far from being stereotyped orientation talks, these presentations are intended to meet specific needs and may be adapted to stress any points that the instructor indicates. With this specialized instruction, followed by individual consultation with the subject librarian, students are able to make far better use of library resources. Instructors may arrange for the lectures through the appropriate subject librarian.

c. Students may consult individually with librarians after the lectures are given, to gain additional insights about the research process in the library and at least one week's notice should be given to avoid scheduling conflicts.

Ordering Books and Periodicals Resource Requests.

a. To order a book, faculty members are encouraged to work with their librarians to select materials that will serve the current and future needs of the UI. Fill out a “Purchase Request” form, listing all pertinent information. The order Resources may be requested via email or through the online resource purchase request form is forwarded to the library after obtaining approving signatures as required by the department or college. When the book is received and cataloged, the library notifies the requester. Faculty members are urged to turn in requests early in the fiscal year. Faculty members who require specialized materials for continuous use in the office or laboratory are permitted to requisition them for purchase from their department (not library) funds, subject to approval of the departmental administrator or dean. New periodical subscriptions require the cancellation of an equivalent dollar amount of existing subscriptions. Faculty requests for new subscriptions to periodicals should be made to the appropriate subject specialist in the library.

b. New periodical subscription requests should be made through a librarian. Due to the cost of these materials, the Library is judicious in acquiring new titles without an evaluation of existing titles. When books disappear, the library normally delays ordering replacements for a year on the assumption that they may reappear on the shelves. Most of them do. If, however, a missing book is needed immediately (e.g., for reserve, as a reference book, or because it is in great demand), the library will order a replacement immediately. If faculty members wish to reorder missing books, they should indicate on the order form that they request “book missing—replace.” If this is not done, the library’s acquisitions section may find it listed in the catalog and return the request marked “duplicate.” Frequently the library does not find out that a book is missing until it is reported by students or faculty members.

c. Resources needed immediately (for reserve or because of demand) will be ordered and processed in an expedited fashion.

Library Publications. The Bookmark serves as a communication medium from the library to the faculty and staff. Its aim is to bring helpful information on books, library problems, and library goals to the faculty and staff.

Copying Use of Copyrighted Materials. The U.S. copyright law governs the making of photocopies or other reproductions, preparation of derivative works, distribution, performance, display, and transmission of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a
request for, or later use, a photocopy or reproduction for purposes outside the standards of “fair use,” that user may be charged with copyright infringement. The University Library reserves the right to refuse to accept a copying request by a patron that, in the Library’s judgment, fulfilling the order would involve the Library acting in violation of U.S. copyright law.

B-810. Departmental Libraries. It is the policy of the UI University of Idaho to maintain a strong central library. Branch libraries are generally discouraged because: (a) they reduce the accessibility of materials of interest to several disciplines, (b) proper staffing increases overall library expenses, and (c) costly duplication of holdings is likely to result. Exceptions to this policy are considered on an individual basis. In view of the volume and special character of UI’s library resources in the field of law, the College of Law maintains a library and a staff with specialized training in law librarianship [see 6925].

B-911. Additional Information.

a. For additional information about the University Library and its operations, see the library maintains a worldwide website at.

b. Faculty members who wish to suggest changes in library regulations or policies should feel free to make these suggestions known to the library staff or members of the Library Affairs Committee [see 1640.60].