University of Iowa Libraries
Borrower's Permit Policy for Staff Use

Librarians in charge of units which issue permits may make exceptions to the Guidelines below, issuing a permit at a higher level than indicated. The most likely situation in which this would be the case is if, in the librarian's opinion, the applicant cannot be adequately served with the "correct" level of privilege and it is highly unlikely that there would be any negative effect on our primary clientele were a higher level permit to be issued. The librarian may authorize other staff in the unit to make such exceptions in his or her absence.

Verification of Iowa residency or supporting documentation and photo ID, as appropriate, is required for renewal of the permit.

"Faculty-like" Borrower Status (24):
Borrowing privileges are the same as for UI faculty.

1. Faculty members at Iowa State University, the University of Northern Iowa, Iowa private colleges (e.g. Cornell College, Grinnell College, Mt. Mercy College, Coe College), and Iowa community colleges (e.g. Kirkwood Community College). Faculty must show their faculty ID card; we may not be able to determine if it is current. [Perhaps check the institutions online directory.] Permits issued to faculty from ISU and UNI should expire at the conclusion of their stay in Iowa City or in one year, whichever comes first.

2. Current and emeritus faculty members from a BTAA institution will authenticate status via the online portal at http://www.btaa.org/projects/library/reciprocal-borrowing/introduction users eligible for borrowing will see "member @ (institution).edu in the Affiliation category. (For list of BTAA, institutions see last page.)

3. Staff of the UI Foundation (not necessary to be Iowa resident). (UI Staff ID cards that note “Foundation” are acceptable as proof.)

4. Those professional staff members of the state and federal geological surveys, the archaeological survey, and the State Historical Society whose offices are located in Iowa City. [If there is doubt, request that applicant show relevant identification or phone employing department.]

5. New UI faculty and P&S staff members who have not yet received UI staff cards. Future employees are granted library privileges 2 months prior to their employment start date. If they have an active borrower's record they should be referred to UI ID Card Programs to be issued a UI card, even if they haven’t had their orientation yet. If there is no active borrower’s record, create the record and issue the card, making it expire in one month. [Verify with borrower record, a letter, or call Payroll or the employing department.]

6. Retired University of Iowa faculty and P&S staff members. [These users should have an active borrower’s record and should be referred to UI ID Card Programs to be issued a UI card. These ID cards would never have to be renewed. ]

7. UI Independent Scholars. [Must show white plastic UI Independent Scholar card which is issued from the Registration Center, 30 Calvin Hall.] See additional information later in guidelines.
8. UI fellows, post-doctoral fellows, visiting faculty, visiting fellows, residents, research associates, adjunct faculty, and Saturday & Evening Class teachers. They must have a Ph.D. or MD. [Some users within this category will have active borrower’s records, so check first and refer them to UI ID Card Programs to be issued a UI card if eligible. If the patron does not have a borrower’s record, they must show relevant identification (perhaps a letter) or phone employing department. Make these expire at the conclusion of their Iowa City stay or in one year, whichever comes first.]

9. Technology Innovation Center (TIC) clients. [These applicants would ordinarily get “Community” status simply as Iowa residents, but occasionally require a longer loan period or ILL service. If so, they should be referred to the dean of the academic department with which their business is associated. That dean can sponsor the client as a UI Independent Scholar, writing to ask the Registrar’s Office to issue them a white plastic Independent Scholar card. It is the Independent Scholar card that affords them Faculty-like privileges. If the client is not associated with an academic department, refer him/her to the TIC Director (currently, Stephanie Dengler).]

“Graduate-like” Borrower Status (23):
Borrowing privileges are the same as for UI graduate students.

1. UI-sponsored visiting scholars (including those located at the Oakdale campus), research associates, and Saturday & Evening Class teachers without a Ph.D. or MD. Also, applicants called “scholar affiliates,” graduate fellows, and participants in the Iowa Critical Language Program. [Must show relevant identification (perhaps a letter) or phone relevant department. Make these expire at the conclusion of their Iowa City stay or in one year, whichever comes first.]

2. Graduate students from a BTAA (Big Ten Academic Alliance) institution. Will authenticate status via the online portal at http://www.btaa.org/projects/library/reciprocal-borrowing/introduction users eligible for borrowing will see “member @ (institution).edu in the Affiliation category. (For list of BTAA, institutions see last page.)

“Undergraduate-like” Borrower Status (22):
Borrowing privileges are the same as for UI undergraduates.

1. Participants in UI workshops, institutes, special programs, etc. who are paying money to the UI (e.g., “high school debaters”). [Must show relevant identification, typically a white plastic “Special Programs” card, available at the Registration Center, 30 Calvin Hall. Make the permit expire at the conclusion of their Iowa City stay.]

2. UI merit staff who have not yet received UI staff ID cards. Future employees are granted library privileges 2 months prior to their employment start date. If they have an active borrower’s record they should be referred to UI ID Card Programs to be issued a UI card. If there is no active borrower’s record, create the record and issue the card, making it expire in one month. [Verify with borrower record, a letter, or call Payroll or the employing department.]

3. Retired UI merit staff. [These users should have an active record and should be referred to UI ID Card Programs to be issued a UI card. These ID cards would never have to be renewed.]
“Community” Borrower Status (20):

Policy allows all library material to be used onsite. Items with a loan period of greater than 3 days may be checked out. 25 items may be checked out at a time; the loan period for open stacks books is 4 weeks; renewals are unlimited; privileges are blocked with 5 regular overdue items or 1 overdue recalled item; 5 requests (recalls and searches) at any one time; overdue fines and replacement costs are charged according to the polices and procedures that apply to UI students. (These permits are white rather than blue.)

These permits are issued to any Iowa resident who is not eligible for one of the categories described above. [Must show photo identification with Iowa address – for example, an Iowa Driver License or an Iowa Non-Driver Identification card. Less desirable verification is an envelope postmarked within the past month, giving the name of the applicant (verified by another form of picture ID such as a US Passport or valid state-issued ID from another state) and an Iowa address.]

Specifically, this category includes:

1. Spouses and domestic partners of UI faculty, staff, and students (not necessary to be Iowa resident). Spouse and Domestic Partner ID cards are issued in the Payroll Office at USB. Contact them at 335-3426 or at payroll-web@uiowa.edu.

2. VA Hospital staff (not necessary to be Iowa resident). Hospital badges are acceptable as proof.

3. Friends of the University of Iowa Libraries. [Must show UI Friends membership card, receipt, or call the Library Admin Office; not necessary to be Iowa resident.]

4. Technology Innovation Center (TIC) clients not covered in “Faculty-like,” #8, above (not necessary to be Iowa resident).

5. Students (both undergraduate and graduate) at the University of Northern Iowa, Iowa State University, Iowa academic or community colleges, and any undergraduate student from a BTAA institution will authenticate status via the online portal at http://www.btaa.org/projects/library/reciprocal-borrowing/introduction users eligible for borrowing will see “member @ (institution).edu in the Affiliation category. (For list of BTAA member institutions, see last page)

6. K–12 (typically high school) students with a written request on letterhead paper from the librarian, administrative official, or teacher of an Iowa school or a written request from the parent. (Expire these at end of the school year.) Photo ID’s are not required when schools or University Departments (such as the Summer Institute in Forensics) request borrower’s permits for large groups in advance.

7. Iowa residents who are students at colleges and universities outside of Iowa but are in the Iowa City area because that institution is not in session right now (typically December/January or summer) and they are children of local residents. [Make these permits expire at the end of the relevant “interim period.”]
8. Iowa residents not in one of the above-mentioned categories, including UI alumni and “townspeople.”

NO PERMITS

1. **Groups, departments, labs, offices, businesses.** We issue permits only to individuals. An individual must take financial responsibility for each item checked out on a permit.

2. **Students enrolled in a UI Division of Continuing Education (Distance Education) program.** Examples of these include:
   - Guided Independent Study
   - BLS (Bachelor of Liberal Studies)
   - Bachelor/Master of Science in Nursing
   - Master of Public Health
   - Master of Arts in Library and Information Science
   - Master of Social Work
   - Master of Arts in Higher Education
   - Master of Science in Computer Science
   - Master of Science in Science Education
   - Master of Science in Electrical & Computer Engineering
   - Endorsement in Behavioral Disorders

   Also, the School of Management supervises:
   - Master of Business Administration

   These students can receive a form for a “No-Photo Student ID Card” from the Center for Credit Programs, 116 International Center (1-800-272-6430) (or if you are a student at the School of Management at 1-800-622-4692). Forms are also available at [http://www.continuetolearn.uiowa.edu/ccp/de/derules/id.pdf](http://www.continuetolearn.uiowa.edu/ccp/de/derules/id.pdf). This form is then sent to the Registration Center, 30 Calvin Hall, in order to be sent a “No-Photo ID”. If the student is visiting campus, they may go directly to UI ID Card Programs office to obtain a regular picture UI ID card.

3. **Saturday & Evening Class students.** These students are eligible for and need to obtain UI ID cards at the ID Card Programs Office.

4. **UI students or staff who have lost their UI ID cards.** ID cards may be replaced at the ID Card Programs office.

5. **K–12 students, unless a written request is received on letterhead paper from the parent, librarian, administrative official, or teacher of an Iowa school.**

6. **Alumni who are not Iowa residents or UI Libraries Friends.**

7. **Persons unable to show acceptable identification or evidence of a current Iowa address.**

8. **Permit holders who have demonstrated poor borrowing habits (e.g., repeatedly returning materials overdue, failure to respond immediately to recall notices, or flagrant violation of the “personal use only” guidelines).**

ALTERNATIVE TO BORROWERS PERMITS

Onsite use or interlibrary loan through a local public, school, or academic library.
LIMITATIONS

A librarian may restrict any permit-holder from borrowing normally circulating materials in collections for which s/he is responsible if, in the librarian’s opinion, such a loan will interfere with the needs of the UI community. The UI Libraries are not intended to take the place of a public library – they are intended primarily for the use of UI students, faculty and staff.

All UI Libraries borrowers’ permits are not honored at the UI Law Library, Curriculum Lab, or the State Historical Society Library.

Revised April15/Hpedelty
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ADDITIONAL INFORMATION

University ID Card Programs

http://idcard.fo.uiowa.edu/

Registration Center
Located at 30 Calvin Hall. Hours: Mon.-Fri., 8-4:30
Phone: 335-0244

Send people to ID Card Programs for general ID card situations.
Send people to Calvin Hall for the exceptional circumstances such as Independent Scholar, Special Program, or non-picture ID situations.

Library Workstations and Printers

The library permit card does not grant privileges to library public workstations and printers. Staff the Main Library, Hardin and the branch libraries issue guest passes for the workstations. PrintKeys can be purchased at the Main Library Food for Thought, Pat's Diner at the Pappajohn Business Building, and the EMRB Café in the Eckstein Medical Research Building.

Remote Access to Restricted Online Databases

Offsite (remote=not on University of Iowa campus) access to restricted online databases is determined by the University. These databases are restricted to current University of Iowa students and staff members. A HawkID and password are necessary to access these databases.

If someone feels that they should have access, they need to contact their supervisor or the registration center.

Retired faculty don’t have remote access to databases; however emeritus faculty has access. (UI email phonebook gives emeritus status information.)
Independent Scholar Cards

A department may request independent scholar status for someone not associated with the University of Iowa. The department must specify the term of the appointment (one year or less), and the DEO (departmental executive officer) or faculty member named in the request becomes the sponsor. The DEO writes to Executive Associate Dean Curto to request independent scholar status, enclosing a curriculum vitae or other information verifying the qualifications. The Executive Associate Dean forwards the request, with an endorsement, to the Office of the Registrar. (This information found at: http://clas.uiowa.edu/deos/administrative-manual-independent-visiting-scholar-status)

The white plastic Independent Scholar card is created, and this card is presented at a library circulation desk for staff to create the faculty-like Borrower’s Permit card.
**BTAA (Big Ten Academic Alliance)**

[http://www.btaa.org/about/member-universities](http://www.btaa.org/about/member-universities)

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