

### **Welcome!**

Welcome to the S.J. Quinney Law Library at the University of Utah. Our library welcomes the public as both visitors and patrons. This circular will provide you with information on how can become a patron of our library.

### *Obtaining a patron permit*

The procedure for becoming a patron of our library includes:

1. Visiting the Circulation Desk in the front of the library to obtain a permit.
2. Complete a patron registration form. You will be required to provide a valid e-mail address or phone number where we can reach you.
3. Submit the proper form of I.D. or an authorization letter. This will be determined by the level of privileges you're applying for. The staff member at the desk will assist you.
4. Pay the fee for a non-transferable permit. We accept cash, checks and credit cards.

### *Members of the Bar*

Members of the Utah State Bar are entitled to free permits to the S.J. Quinney Law Library only. Law firms, corporate and government legal departments and other legal agencies are entitled to a free permit with an attorney sponsor and the proper authorization letter.

### *Public Patrons*

Public patrons are welcome to use all items - including copiers and computers - within the library and according to current use policies; however, to check out circulating items you must purchase a permit. This permit is good for one year and allows 365 consecutive days of usage, with borrowing privileges at all University of Utah libraries. Borrowing privileges are limited to circulating items only.

### *Circulation Periods*

Books, journals, and documents that circulate may be checked out for **60 days** and renewed up to four times. Pro Se Collection items circulate for **seven days** and may not be renewed. Reserve items circulate for **two hours** and may not be renewed.

### *Non-Circulating Items*

Many of our items, including reporters, statute volumes, treatises, and journals do not circulate. Please check the item for circulation status or ask at the circulation desk.

### *Renewal Limitations*

University of Utah Libraries permit holders may simultaneously check out 40 items from any of the three libraries. Any item may be renewed up to four times. If you still require the item after four renewals, please bring it to the circulation desk of the library. If there are no holds or recalls on the item, you may be allowed to check it out again.

### *Fines and Lost Items*

Books, periodicals, and documents. No fine is charged unless items are more than 28 days overdue. At this time, the items is considered "lost" and the patron is charged the replacement cost of the item plus a non-refundable \$25.00 processing fee.

Recalls (items that are recalled by the circulation desk) accrue a \$1.00 per day fine (\$25.00 maximum). Reserve items accrue a fine at the rate of .60 cents per hour.

### *Hours of Operation*

Please us at <http://www.law.utah.edu/library/hours/> current hours and holiday schedules.

### *Contact Us*

If you have questions, contact us at 801-581-6438 or e-mail us at [Maura.fowler@law.utah.edu](mailto:Maura.fowler@law.utah.edu). We look forward to seeing you in the library.