Library Policy

Loan Periods
University faculty, staff, and students may check out books for one week at a time. Limit: 5 per individual.

Checkouts & Returns
For all checkouts and returns, please see the executive assistant, graduate assistant, or student employees. You will need to provide your USD ID. Receipts for returned items are available upon request.

Overdue Notices
If the book(s) are not returned by the due date, an overdue notice will be sent. All notices are sent via email to your official USD email address.

Loss or Damage
If you damage or fail to return any books, you will be responsible for reimbursing the UFMC the full cost and shipping charges. All payment must be made in cash.

Suspension of Borrowing Privileges
Privileges are automatically suspended when a borrower:

- Has one overdue book
- Has damaged or lost a book and has failed to reimburse the UFMC for the cost and shipping charges

A suspension is automatically lifted when the condition causing it is rectified.

Confidentiality
The borrower identity is kept confidential. Such information is maintained in the UFMC files in order to conduct normal business. UFMC is committed to the protection of the right to privacy and the prevention of harassment by other borrowers.