

Borrowing Materials

Library Cards

Borrowers must present their library card when conducting library transactions. Borrowers may exercise a one-time exception to borrow materials without their library card so long as they are still able to present another form of valid photo ID.

Library privileges are not transferable; individuals are prohibited by Library policy from lending their library privileges to others.

Proxy Cards

Proxy cards allow designated UC Davis students, employees and other researchers to conduct Library business on behalf of other UC Davis faculty and researchers. Disabled staff members and students are also eligible to have a proxy. The person providing this service is the “Proxy” while the person for whom the service is provided is the “Sponsor.”

Proxy applications are available at any Library Circulation Desk. It is the Sponsor’s responsibility to inform the Library when a Proxy is no longer working for them.

A total of 300 items may be checked out to the Sponsor, including all items checked out by Proxies. The Sponsor is responsible for all borrowed materials and for responding to recalls, notices and bills.

Confidentiality of Records

In compliance with California State privacy laws, library staff may not disclose the identities of borrowers who have books checked out. Library staff will not discuss circulation or billing transactions with anyone other than the named cardholder or Sponsor.

Responsibilities of Borrowers

University of California faculty, staff and students may have a combined total of 300 items, including interlibrary loan materials, checked out at one time. Other borrower user groups will have different borrowing limits and privileges.

Borrowers are responsible for library material checked out to them until they are returned and checked in at the Library. If returning material by mail, packages should be insured and sent by a mailing service that provides tracking, (e.g., Ups, FedEx). The Library does not assume any risk for material returned by mail or returned to another University of California location, such as UC Berkeley. Materials are not considered returned until received and checked in at the Library.

Library materials that are on loan may be recalled at **any time** and must be returned directly to a Library building. **Borrowers who will be away from their mailing address for a week or more are advised to return library materials or make arrangements to ensure the prompt return of books if recalled for another borrower.**

Borrowers are responsible for maintaining current email and postal addresses. This information can be updated at any circulation desk or by using **Update Addresses** in the [My Account](#) section of the Library Search. The libraries assume no responsibility for undeliverable or misdirected notices. **Non-receipt of notices due to an incorrect address may result in replacement bills and loss of library privileges. The library does not automatically receive updated addresses from other campus units (e.g., Registrar).**

Abuse of Library Privileges

Abuse of library privileges may result in loss of library privileges in all UC Davis libraries.

Examples of abuse of library privileges include repeatedly not returning materials on time, not paying replacement bills, not responding to recall notices, not returning library materials even after replacement bills have been issued, mutilation or damage of library materials, misuse of library computers, and misuse of the library's electronic resources.

Any person who steals or mutilates Library material is subject to prosecution under the provisions of the California Education Code.

The Academic Senate Library Committee endorses Library policies regarding the lending of Library materials.