

Circulation Delivery Policy

Library users may request that materials owned by one University of Iowa Library be sent to and held for pickup at another University of Iowa Library. Materials are available within five working days (excluding weekends and holidays) and an email notification will be sent when they are available for check-out.

Exceptions:

- Delivery of Law Library materials to a University of Iowa Library and pickup of University Libraries' materials at the Law Library is limited to Faculty and P&S staff.
- The delivery and pickup service is limited to the University of Iowa Libraries and their materials and does not include:
 - Curriculum Resources Laboratory and their materials.
 - State Historical Society of Iowa and their materials.
- Items will not be retrieved for pickup at the same library. (Main Storage materials may be picked up at any library.)
- A library may exclude some materials from this service. Reserve items and materials that circulate for short time periods (3 days or less) are examples. Staff at the owning library will contact you if material is not located or is not included in this service.
- Media materials at the Hardin Library and branch libraries and media materials on course or permanent reserve in Main Library Media Services are excluded.
- Delivery of media materials from Main Library Media Services is available only to faculty and graduate students to be used for teaching and learning purposes.