

## Borrowing

Published on E.J. Pratt Library (<https://library.vicu.utoronto.ca>)

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## Borrowing

Circulation services handles the circulation of all books, manages the re-shelving of all materials, and retrieves all books from special collections and storage. All queries regarding library accounts or concerning materials at the E.J. Pratt Library should be directed to the Circulation Desk.

### See also:

[Frequently Asked Questions](#)

## Borrower Privileges

All registered University of Toronto students, faculty and staff and others with a valid U of T library card may borrow books. Victoria College alumni may apply for a local Vic alumni library card, for use only at Vic libraries, if proof of graduation from Vic is provided.

## Loan Periods

	Loan period <sup>†‡</sup> (days)	Renewals	Charge limit (books)	Holds
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\*For Short Term Loan/Reserve Collection only

†Loan privileges may vary at [other libraries](#).

\*For Alumni loan privileges at U of T Libraries see: <http://onesearch.library.utoronto.ca/alumni>

‡All loans are subject to recall when a hold has been placed by another borrower, after 2 weeks of the initial loan period has passed. Recalled material which is not returned within 2 days will be fined at the rate of \$2.00 per day.

Undergraduates	14	3	50	30
Graduate students	28	"	100	"
Faculty members	42	"	"	"
Staff	28	"	"	"
Vic Alumni*	14	0	10	0
All Patrons*	2/24/72 hours	-	3 items	-

### Periodical & Reference Collections:

These collections do not circulate.

## Renewals

There are several options for renewing your books:

- [Online](#)
- In Person: Visit the Circulation Desk of any library.
- By Telephone:
  - For operator-assisted telephone renewals, call E.J. Pratt Circulation at (416) 585-4470.

### You can not renew:

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- more than 3 times
- if a hold has been placed on that item
- Short Term Loan material •Laptops

## Fines & Lost Book Charges

Type of Items

Fees (per book)

†No fines are charged for the first day a book is overdue, but if returned two days late, a fine will be charged for both days.

‡to a maximum of \$7.50 per day

\*The library reserves the right to charge fines in addition to the replacement cost. For further information, see procedures for [Replacing a Lost Book](#).

Books (in Stacks)	\$0.50 /day <sup>†</sup>
Short Term Loan Books	\$0.50 /hour <sup>‡</sup>
Recalled Books	\$2.00 /day
Lost Books	\$145*

### Reminder:

Library privileges are withheld when the block limit is reached until fines are paid.

## Requesting an Item

If an item is charged out / borrowed by another a patron, a hold can placed on the item for you. In the library catalogue, select "Request Item" and follow the instructions. Normally, this hold will be placed by the next business day. You may also ask a staff member to place the hold for you, in which case it takes effect immediately. Your holds can be monitored by checking 'My Account' from the University of Toronto Web site.

### See also:

[Request items from other institutions \(Interlibrary loan\)](#)

Books from the UTM and UTSC campuses may also be requested for delivery to the St. George campus. In the library catalogue, select "Request Item" and follow the instructions.

If an item is not available at the University of Toronto Libraries (including UTM and UTSC), you may request an interlibrary loan (ILL). ILL service is available to all UofT faculty, staff and students who hold a valid library card. Service is also available for a service charge to certain categories of research/alumni readers, associate members and visiting OCUL/CREPUQ/COPPUL/CAUL faculty.

## Returning Books

Always return material to the library from which it was borrowed. Borrowers will be held responsible if items returned to the wrong library are lost.

Please return Pratt Library books to the following places:

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- **During Library hours:**  
To the Circulation Desk at the E.J. Pratt Library
- **After hours:**  
To the outside book-drop at the front of the E.J. Pratt Library

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**Source URL:** [https://library.vicu.utoronto.ca/library\\_services](https://library.vicu.utoronto.ca/library_services)