

Borrowing

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

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: Books

Loan Period ^{†‡} (days)	Maximum Potential Loan Period	Charge Limit (books)
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*For Short Term Loan/Course Reserves Collection only

†Loan privileges may vary at [other libraries](#) and for other library cardholder types not listed above.

In order to qualify for a Vic Alumni library card, the onus is on the applicant to bring proof of **graduation from Victoria or Emmanuel College. For U of T Alumni library cards and loan privileges, see the U of T Libraries page: <https://onesearch.library.utoronto.ca/alumni-services>

‡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 14 days will be fined at the rate of \$2.00 per day.

Undergraduates	14 days	Unlimited	50
Graduate students	90 days	Unlimited	200
Faculty members	90 days	Unlimited	200
Staff	90 days	Unlimited	200
Research Readers	14 days	42 days	100
Direct Borrowers	14 days	42 days	100
Vic Alumni**	14 days	28 days	10
All Patrons*	3/24/72 hours	-	3 items

Periodical & Reference Collections:

These collections do not circulate.

Loan Periods: Devices

Loan Period[†]
(Hours)

† [Devices Available to Borrow](#) provides information on the additional hardware and software that can be accessed through our library.

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	Loan Period [†] (Hours)
Laptops	5
Chromebooks	72
Tablets	72

Renewals

Automatic Renewals:

Regular loan items will be automatically renewed on your behalf two days before the due date *if the item is eligible for renewal*. If the item cannot be renewed, you will receive an automatically-generated email asking you to please return the item.

You cannot renew:

- Short Term Loan materials such as Course Reserves
- Laptops, Chromebooks, Tablets, Charger Kits and other tech devices
- Any item that has been requested by another borrower: if the due date is more than 14 days away, the loan period will be shortened to 14 days and an automatically-generated email will be sent asking you to please return the item.
- If your library account is blocked with fines or fees

Unlimited Renewals:

As a temporary measure to assist with a gradual return to campus, current U of T students, faculty and staff are receiving unlimited renewals for regular loan items. Materials that are **not eligible for unlimited renewals** include:

- Short Term Loan materials such as Course Reserves
- Laptops, Chromebooks, Tablets, Charger Kits and other tech devices
- Any item that has been requested by another borrower

Loans will be due and an automatically-generated email will be sent:

- If a request is placed on a currently borrowed item
- If your library account is blocked with fines or fees
- If your borrowing privileges are expiring

Fines & Lost Book Charges

Type of Item 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](#).

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Type of Item	Fees (per book)
Books (in Stacks)	\$0.50 /day [†]
Short Term Loan Materials	\$0.50 /hour [‡]
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

Requests can be placed on most items that are signed out to another borrower as well as on materials that are available in the stacks. Search for the item in the library catalogue, then select "Get It" and follow the instructions. You will receive an automatically-generated email when the item is available for pick up. Requests are held for seven days at the pick-up library. Your requests can be monitored by checking 'My Account' from [the University of Toronto Libraries homepage](#).

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 "Get It" 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 U of T 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:

- **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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