

Book Delivery

Lister Hill Library Books to Lister Hill Library at University Hospital (LHL@UH)

User Agreement

Upon acknowledgement of the following guidelines and completion of user registration, individuals may request books from Lister Hill Library's circulating collection for pick up at LHL@UH.

How to Become a Book Delivery Customer

- Requestor must be (or eligible to be) a borrower in good standing at LHL
- Borrower must complete the book delivery agreement and borrower agreement (new or updated) prior to having books delivered to LHL@UH on their behalf
- Requestors who wish to have books picked up on their behalf must notify LHL@UH of that in writing, indicating who will be picking up and acknowledging that the requestor is responsible for any materials picked up and checked out to them on their behalf
- The book delivery agreement is between LHL@UH and the borrower, and is in addition to any borrower agreements with LHL

Requesting Books

- Books must be available for checkout at Lister Hill Library
- Books in the LHL@UH collection are not eligible for checkout
- Requests for LHL books may be made at LHL@UH, by phone, or email
- Requested books that are available at LHL at the time of request will be available for pickup at LHL@UH within 2 weekdays of the request
- Requested books that are checked out from LHL at the time of request will become available when the book is returned to LHL and the requestor is first in the hold queue
- Library staff may limit the number of books requested at staff discretion

Picking Up, Renewing, and Returning Books

- Books must be picked up from LHL@UH within 7 weekdays of email notification to borrower
- Books may be picked up and returned at LHL@UH between 9 am and 6 pm Monday-Friday
- Books may be renewed at LHL, LHL@UH, or online
- Books may be returned to LHL, OR to **LHL@UH if handed directly to a staff person.**
- Books are counted "returned" once they are delivered in person to LHL@UH staff
- Borrowers shall be responsible for all overdue or lost fees per LHL borrower agreement
- Failure to retrieve requested items within 7 weekdays, 3 or more times, will terminate borrower's book delivery privileges

Questions? Please contact the staff at LHL@UH, 4-2275 or lhlwest@uab.edu
Return completed forms to LHL@UH, WP P235, or fax 934-1316