Purpose
The Lester Farnsworth Wire Memorial Library exists primarily for the use of the employees of the Utah Department of Transportation (Department) and the Department of Public Safety (DPS) with limited services to the community. The Wire Library is a specialized library and consists primarily of technical collections with some general works.

Library Hours and Staff Telephone Numbers
Monday through Friday from 8:00 a.m. to 5:00 p.m.
Telephone: (801) 965-4626

Materials and Services
1. A collection of over 19,000 publications, magazines, DVDs and CDs
2. Reference Assistance
3. Study Area
4. Technology Transfer Training Room equipped with a computer, a fixed overhead projector, and a star board
5. Interlibrary Loan (nationwide)
6. Copy Machine
7. P.E. and Civil Engineering exam study references
8. Transportation Standards and Manuals

Policy
Library materials can be checked out through the Library Technology Transfer Technician and should be returned directly to the Library.
Borrowing Privileges

Library materials can be loaned out to current Department or DPS employees and to rotational students. External customers may use library materials within the Library and may make photocopies if needed.

Loan Periods

1. **Government Documents** such as Utah Codes or United States Codes are for reference only. The Library Technology Transfer Technician may make exceptions.

2. **General Collection** unless on reserved status can be checked out for one month, with a four-week renewal option.

3. **Reserve** items are loaned according to the discretion of the Librarian, who will consider the number of patrons waiting for these materials. Reserves will be made according to the order in which they were received by the Library Technology Transfer Technician. Reserve requests may be made by email or telephone. Renewals can be made if item has not been requested.

4. **Magazines** are loaned for one month with a four-week renewal option.

5. **Audio/Visual Media** unless on reserved status are loaned for one month, with a four-week renewal option.

Overdue Materials and Late Fees

1. **Due Date** will be stamped on items being checked out by the Library staff on the top right-hand corner. This will be the official date when the item should be returned.

2. **Grace Period** of 10 days past the due date will be allowed before fines are incurred.

3. **Late Fees** are not charged if the item is returned within 10 working days of the established due date. On the 11th day, a fine of $1 is charged, with an additional ten cent per day charge thereafter. Reserve items are not permitted a grace period and the patron will be charged $1 on the first day overdue with a subsequent charge of twenty cents per day thereafter. The borrower will need to pay for the cost of replacing them if library materials are lost or stolen.
The Library Technology Transfer Technician will submit a statement of replacement costs and processing fees to the Comptrollers Office, who will then send a billing to the borrower for payment if materials are not returned to the Library within 90 days of overdue notification. Failure to satisfy payment could result in collection agency involvement.

**Borrower Responsibilities**

1. All materials borrowed by him or her.
2. All losses or damages to library materials checked out to her or him.
3. Prompt payment of any charges incurred.
4. Immediate notification to the Library Technology Transfer Technician of lost or stolen materials checked out in your name.

**Librarian Responsibilities**

1. Maintain all materials, furnishings, and equipment housed in the Library.
2. Furnish the Library with the essential materials required to meet the needs of both employees and community patrons.
3. Assign call numbers and catalog all materials received into the automated Library database.
4. Provide assistance, when needed, in locating information or in using Library resources.
5. Provide a clean, quiet, and orderly study area for patrons.
6. Publish a monthly list of all new materials received that are available in the Library.
7. Keep an inventory of all materials checked-out and in and issue overdue notifications within one week of overdue date.
8. Keep an inventory of all lost or stolen materials and issue billing statements when applicable.
9. Receive, complete, and notify patrons of interlibrary loan arrangements.
Food and Drink

No food or drinks are allowed in the Library. Spilling food and drink in any library can result in expenses incurred due to damage to furnishings, library materials, or equipment. Food items can also attract pests such as insects and rodents.

Copyright Restrictions

The Lester Wire Library must comply with the copyright law (title 17, U.S. Code) and the accompanying guidelines when receiving requests for photocopied material. The copyright law governs making photocopies or other reproductions of copyrighted material. Libraries and archives are authorized to furnish a photocopy or reproduction under certain conditions specified in this law. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. Any user may be liable for copyright infringement if he or she makes a request for or later uses a photocopy or reproduction for purposes in excess of ‘fair use’. The Librarian reserves the right to refuse a copying request if in his or her judgment fulfilling of the request would involve violation of the copyright law.

Interlibrary Loan Requests

1. **When and how is the loan request placed?** You have the option of requesting an interlibrary loan search after determining that a book or journal article is not a part of the "Wire Library" collection. The Librarian will send an ILL electronic request to the State Library after the requestor provides as much information about the material as possible such as Title, Author, or Publisher.

2. **How long will it take to receive the materials requested?** The entire transaction between the initial request of the loan and delivery to the patron generally is about 7 to 15 working days, depending on the location of the lending library. Electronic versions may arrive sooner. The Department Librarian will contact you on the day the loan arrives.

3. **How long may I keep materials?** Loan periods are determined by the lending library, though usually two to four weeks are allowed. Periodicals are rarely available for loan but articles are usually photocopied or sent electronically according to the copyright law and will not need to be returned. A fee may or may not be charged for this service depending on the lending library.

4. **Can I renew Interlibrary Loan materials?** Some lending libraries will not renew Interlibrary Loan books but many will. Any requests for renewing ILL materials must be made through the Librarian before the due date and should be requested only when absolutely necessary.
5. **Who do I return the loaned materials to?** All interlibrary loan materials need to be returned to the Department Librarian at least one week before the due date to allow for mailing time.

6. **What if I return the materials late?** Overdue fees vary from library to library. A fine of 50 cents per day, per item, is typical. There are no grace periods. Overdue charges will be billed directly to the borrower.