



GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENTAL POLICIES

Policy No.: 2.4

Approved: 1/98; 10/00;
2/07; 12/12

Page 1 of 3

SUBJECT: Interlibrary Loan (ILL)

- I. Definition:** Interlibrary loan (ILL) is a service whereby a user of one library can borrow materials or copies of materials that are owned by another library.
- II. Purpose:** The purpose of ILL is to obtain library material not available in the Sherratt Library, and to lend material found in the Sherratt Library that is not available at another library. It should serve as an adjunct to, not a substitute for, collection development.
- III. Conditions:** The conditions of this service are based on the National Interlibrary Loan Code of the American Library Association and by regulations of the individual lending libraries. The ILL staff follows the established policies and procedures for the use of Online Computer Library Center (OCLC) and the online circulation system. Service will be given as speedily and inexpensively as conditions permit. Requests for rush service will be considered on a case-by-case basis. Statistics will be kept in accordance with internal, state, and federal guidelines and requirements.
- IV. Users and Fees**
 - A. Sherratt Library ILL services are available to SUU students, faculty, staff, faculty/staff spouses, and emeriti. Community members and Friends of the Library patrons who possess a current library card are also eligible to use this service.
 - B. The Library will attempt to borrow the material from a library that does not charge a fee. If it is necessary to borrow from a library that does charge a fee, the patron will be required to pay that fee. However, on a case-by-case basis, the Library may cover or subsidize these fees for SUU faculty and staff. All other patrons will be required to pay fees assessed.
 - C. During each calendar year individual patrons who request more than five articles from within the last five year run of a journal title will be responsible for copyright fees on all articles beyond the fifth one. These fees may be paid through a departments' library budget if approved by their department chair. All other patrons will be responsible for paying the fees if they authorize the request after being notified of the charges. The Library may cover or subsidize these costs on a case-by-case basis for SUU faculty and staff.
- V. Borrowing**
 - A. An ILL request may be made online through SUU's resource sharing management software to submit their requests, track their interlibrary loan requests and request renewals. The user must establish an account the first time he/she uses the service.
 - B. Items requested through ILL will be checked against library holdings. Items will be cancelled if they are available in the library's print or online holdings. All items not available through the Library will be requested from other libraries. Faculty and staff are allowed a maximum of 25 active ILL requests. Students, faculty/staff spouses, emeriti, community, and Friends of the Library patrons will be allowed a maximum of 10 active ILL requests.



GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENTAL POLICIES

Policy No.: 2.4

Approved: 1/98; 10/00;
2/07; 12/12

Page 2 of 3

- C. Patrons will be notified through email and their ILL account if problems occur during the process. Turn-around time varies depending on lending institutions and methods of delivery. Although most items requested arrive within a week, patrons should allow at least two weeks for delivery.
- D. All types of materials may be requested through ILL except textbooks for classes currently taught at SUU. The following types of materials generally are non-circulating and difficult to obtain.
- Material with local circulation restrictions such as reference books, periodicals, dissertations, theses, reserve books, microfilm, and media items.
 - Material in high demand at the lending library.
 - Bulky or fragile items which are difficult or expensive to ship or copy.
 - Rare or valuable material, including manuscripts.
 - Unique material that would be difficult or impossible to replace.
 - Genealogical material.
- E. Interlibrary loan requests will be processed in accordance with copyright law (Title 17 U.S. Code).
- F. When requested items arrive, patrons will be notified by email and/or phone. Requested materials in a tangible format may be picked up at the circulation desk. Identification will be required to pick up materials. Arrangements may be made for materials to be picked up by another party. Electronic copies of articles will be delivered in PDF format to the patron's ILL account.
- G. The loan period is determined by the lending library and will be indicated on the ILL label attached to the book which will also include restrictions such as "in library use." All restrictions placed by the lending library must be observed.
- Some lending libraries allow ILL books to be renewed. Any requests for renewal must be made through the ILL software on or before the due date and should be requested only when absolutely necessary.
 - An overdue notice will be sent to the patron when material is not returned on time. Fines will be charged for overdue materials. If materials are more than seven days overdue the ILL account will be blocked and the patron will not be able to request additional ILL items until their account is cleared. Their library borrowing privileges may also be blocked with a hold in the library's online system. The borrower is responsible for the item from the time it is picked up until it is returned. The cost of replacing any material lost or damaged will be the borrower's responsibility.

VI. Lending

- A. The Library lends to any requesting institution submitting requests through appropriate systems. Library ILL policies on charges, loan periods, etc. are available to potential borrowers via the OCLC Name-Address Directory. They are subject to change at any time.
- B. Lending exceptions:
- Photocopies of articles in journals and newspapers will be provided in lieu of loaning complete issues. Complete journal issues will rarely be sent.



GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENTAL POLICIES

Policy No.: 2.4

Approved: 1/98; 10/00;
2/07; 12/12

Page 3 of 3

- Special Collections and reference materials will be loaned at the discretion of the Special Collections and Reference librarians.
 - Media may be loaned to all U.S. libraries at the discretion of the ILL coordinator.
 - Items from the convocation and curriculum collections will not be loaned.
 - Items will not be loaned internationally.
- C. Lending period: Generally material will be loaned for eight weeks with no renewals except the following:
- Microform items will be restricted to “in-library use” and limited to a two-week loan period with no renewal.
 - Media items will have a three-week loan period with no renewal.
- D. The Library reserves the right to recall items that have been requested by a patron at any time. Holds for borrowing libraries will not be placed on items in use.
- Sherratt Library does not charge lending fees. All libraries will be required to pay excessive postage costs associated with rush requests.
 - There are no charges for the first 30 pages of photocopied materials. Requests for longer materials will be a charged per page.
 - Charges are waived for those with whom the Library has reciprocal borrowing agreements.
- E. Overdue notices will be sent to borrowing libraries when items are 15 days overdue and again when they are one month overdue.
- Borrowing libraries will be billed for replacement cost plus a processing fee for material that is two months overdue.
 - Borrowing privileges may be revoked if an institution consistently damages or fails to replace lost library materials, or if restrictions placed on borrowed items are ignored.