



GERALD R. SHERRATT LIBRARY

LIBRARY DEPARTMENTAL POLICIES

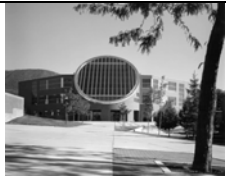
Policy No.: 2.4

Approved: 1/98; 10/00;
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SUBJECT: Interlibrary Loan

- I. Definition:** An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.
- II. Purpose:** The purpose of interlibrary loan 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 interlibrary loan staff follows the established policies and procedures for the use of 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. Borrowers and Fees**
 - A. Sherratt Library Interlibrary Loan (ILL) services are available to SUU students, faculty, staff, faculty/staff spouses, emeriti, and community patrons with a current library card. There are generally no charges for books borrowed for these patrons.
 - B. If it is necessary to borrow from a library that does charge a fee, the patron will be required to pay that fee. All patrons will be required to pay the fees associated with rush requests.
- V. Borrowing**
 - A. A loan or a copy of material may be requested using ILLiad, the online request software. A user will establish an account the first time he/she uses the service. Each user will use their account to submit requests, request renewals, and track their interlibrary loan requests.
 - B. Items requested through interlibrary loan will be checked against the SUU library holdings. Items will be cancelled if it is available in the Sherratt Library holdings or full text computer databases. All items not available through the Sherratt Library will be ordered from other libraries. Faculty and staff will be allowed a maximum of 25 active interlibrary loan requests. Students, faculty/staff spouses, emeriti, and community patrons will be allowed a maximum of 10 active interlibrary loan requests.
 - C. Patrons will be notified through email and their ILLiad account if problems occur during the ILL 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 material to come.



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- D. All types of materials may be requested through ILL; however the following types of materials are generally non-circulating and difficult to obtain.
1. Rare or valuable material, including manuscripts.
 2. Bulky or fragile items that are difficult or expensive to ship or copy
 3. Material in high demand at the lending library.
 4. Material with local circulation restrictions such as reference books, periodicals, dissertations, theses, reserve books, microfilm, and media items.
 5. Unique material that would be difficult or impossible to replace.
 6. Genealogical material.
- E. Some restrictions do apply to textbooks, reserve and copyright infringement.
1. Textbooks for classes taught at SUU will not be borrowed. They are available in the SUU Bookstore for purchase.
 2. A faculty member wishing to place items on reserve must request the library to purchase the items. No interlibrary loan items will be placed on reserve.
 3. Interlibrary loan requests will be processed in accordance with copyright law (Title 17 U.S. code). During each calendar year individual patrons, who request more than five articles from within the last five year run of a journal title, will have to pay the copyright fees on all the articles over the fifth one. Faculty members can have the copyright fees paid through their department's library budget if approved by their department chair. All other patrons will be responsible for paying the copyright fees if they authorize the request after being notified of the charges. ILL will forward these journal titles to the subject selector to consider for ordering.
- F. When the requested items arrive, the patron will be notified by e-mail and/or phone. Requested materials may be picked up at the circulation desk if they are in tangible format and electronic copies of articles will be delivered in pdf format to the customer's ILLiad account. Identification will be required to pick up materials. Arrangements can be made for materials to be picked up by another party.
- G. The loan period is determined by the lending library and will be indicated on the book band along with any 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 ILLiad 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 by the date. Fines will be charged for overdue materials. If materials are more than seven days overdue the ILLiad account will be blocked and the patron will not be able to request any additional ILL items until their account is cleared. Their library borrowing privileges may also be blocked with a hold in the library's circulation system. The borrower is responsible for the item from the time it is picked up until it is returned to the Sherratt Library. The cost of replacing any material lost or damaged will be the borrower's responsibility.



VI. Lending

- A. The Sherratt Library lends to any requesting institution submitting requests through appropriate systems. Sherratt 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 anytime.

- B. Photocopies of articles in journals and newspapers will be provided in lieu of loaning complete issues. Complete journal issues will rarely be sent. Special Collections and Reference materials will be loaned at the discretion of the Special Collections and Reference librarians. Media will be loaned to all U.S. Libraries at the discretion of the ILL coordinator.

- C. Loan Period: All requested material will have a loan period of four weeks. A two-week renewal will be allowed for most items as long as a SUU patron has not placed a request for the item. Microform items will be restricted to “in-library use” and limited to a two-week loan period.

- D. Sherratt Library reserves the right to recall items that have been requested by a SUU patron at anytime. Holds for borrowing libraries will not be placed on items in use. Sherratt Library does not charge lending fees, however libraries outside the U.S. will be billed for postage costs. All libraries will be required to pay excessive postage costs associated with rush requests. There are no charges for photocopied materials for the first 30 pages. If the request is for more than that amount, there will be a per page charge for all pages of the article. Charges are waived for those with whom Sherratt Library has reciprocal borrowing agreements.

- E. Overdue notices will be sent for items that are 15 days and then 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 Sherratt Library materials, or if restrictions placed on borrowed items are ignored.