

Policy 13.13 Interlibrary Loan

1.0 Scope

This policy covers the Library's interlibrary loan service.

2.0 Responsibilities

The Library is responsible for updating, implementing, and enforcing this policy. This policy applies to the college community.

3.0 Policy

Interlibrary loan provides access to needed resources for research and study not held or available in the college's Library.

4.0 Procedure

Interlibrary loan provides access to needed resources for research and study not held or available in the college's Library. Faculty, students and staff are eligible for this service.

- A. Identify item to be requested and verify that it is not available in any form in the college library. Provide full and accurate information to library staff. Library staff may recommend similar items in the collection which may be suitable for use.
- B. Requests for items may be made at either campus library or via online form, found on the library web site.
- C. 10 requests may be submitted by borrowers. As requested items are received, and returned, new requests may be submitted as long as the total number of requested items does not exceed 10.
- D. Textbooks will not be requested for classroom use by students. Faculty may not request items via interlibrary loan to place on reserve.
- E. Borrowing of some materials may be restricted legally or by the individual institutions, such as complete issues of journals or magazines, individual articles, video or audio tapes and discs, reference books, dissertations, old and rare books and genealogical materials.
- F. ILL staff will submit requests electronically to other libraries. Arrival time can range from just a few hours up to 4 weeks, with seven to ten days being the average. Requestors will be notified by e-mail when the material has been received.
- G. Materials will be sent to the campus library where the request was submitted and can be picked up in the library.
- H. Return dates, renewal, and manner of use of the loaned materials are governed by the

College Policies and Procedures

policies of the lending library. Lending libraries can recall items at any time.

- I. Costs for lost or damaged interlibrary loan materials are charged to the individual borrower.

In addition to the policies stated on this page, the library follows the National Interlibrary Loan Code for the United States (1994, revised 2001), Copyright Law, Title 17, U.S. Code, the Virginia Interlibrary Loan Code of 1989, and the Virtual Library of Virginia Interlibrary Loan Guidelines of June 2004.