

# University Library

## *Inter-library Loan & Document Delivery Policy*

### ***Current Hours of Operation***

Monday – Friday

8:00 am – 12:00 pm

### ***I. Definition***

Interlibrary loan is a transaction in which library material, or a copy of library material, is made available by one library to another upon request. When the University Library does not have an item(s), library users may submit an interlibrary loan request for that item(s). This policy addresses the borrowing component of interlibrary loan.

### ***II. Purpose***

In an effort to provide expanded access to information, the University Library provides interlibrary loan/document delivery service. The purpose of this service is to locate and obtain documents from other libraries to lend to Franciscan Missionaries of Our Lady University students, faculty & staff. The purpose of this policy is to clarify what the policies are and will be made available to library staff and users, as needed.

### ***III. Terms used in this Document***

- **User** <sup>or</sup> **Users** = Library patron requesting materials through interlibrary loan/document delivery
- **ILL** = Interlibrary loan
- **Lender** <sup>or</sup> **Lending Library** = Library that lends materials through ILL.
- **The Library** <sup>or</sup> **The University Library** <sup>or</sup> **Fran-U Library** = Franciscan Missionaries of Our Lady University Library

### ***IV. Interlibrary Borrowing***

#### ***a. Eligible Users***

Current students, faculty & staff.

#### ***b. What can be requested?***

Articles & books not available in the University Library, free online or from the local public library (East Baton Rouge) may be requested. Some A/V, CD-ROMs, or dissertations may be requested, depending on availability & cost. Decisions will be made on a case-by-case basis. Items that are in the University Library catalog which are missing/lost or long overdue may be requested.

***c. Can a User get ANY Article or Book?***

No. Requested items are loaned at the discretion of the lending libraries. The availability of any item is dependent upon locating a participating lender who is willing to loan that item. The University Library can obtain most articles & books, but there are some that we cannot borrow. Occasionally a request is received that is put into the system, only to have it come back unfilled. Users will be notified if any of their requested items are unattainable.

***d. What Cannot be Requested?***

- Items available at the University Library, free online or at the local public libraries (East Baton Rouge) cannot be requested. Some exceptions are made if students reside outside East Baton Rouge.
- Entire issues of journals cannot be requested, due to copyright restriction.
- Any other item(s) whose borrowing is not deemed to be compliant with copyright law.

***e. Materials Difficult to Obtain***

Certain categories of items are more difficult to obtain. These categories include: dissertations, A/V materials, CD-ROMs, books published within the past year, material only available from international libraries & items that are generally non-circulating.

***f. Processing Time***

The University Library's ILL/Document Delivery service makes all efforts to process requests within 2 days of receipt. Requests are only processed during operating hours. No requests are processed on weekends or days that the University Library is closed. Please see hours of operation.

***g. How Long Does it Take to get an Article or Book?***

The University Library uses two interlibrary loan services, DOCLINE and Worldshare. Items available through DOCLINE (usually medically-related) generally take less time to receive.

- **Articles** - Since all items received through ILL are coming from other libraries, delivery time varies greatly. Articles generally take from 1 day - 2 weeks to receive. Users should plan on a 1 week minimum.
- **Books** - Since all items received through ILL are coming from other libraries, delivery time varies greatly. Book delivery time is more variable than article delivery and generally takes longer. Delivery from out-of-state libraries can take 1 to 4 weeks (sometimes more). Users should plan on a 2 week minimum.

### *h. Copyright*

Requesting a copy of an article from a journal issue or a small part of another work - as requesting party, the library must comply with Sections 108(d) & (g) and the CONTU Guidelines:

- The copy must become the property of the patron;
- The library should have no notice that the copy will be used for a purpose other than private study, scholarship or research;
- The library should have both a display and order form "Warning of Copyright."
- The library must not be aware or have substantial reason to believe it is engaging in related or concerted reproduction or distribution of multiple copies of the same material;
- Since the CONTU Guidelines apply to periodicals and small parts of other works, the library must make its request with a representation that it has complied with copyright law and the Guidelines;
- The library will pay royalties on any copy of a periodical article that exceeds the "suggestion of five;"
- The library will maintain its records of the request for three years.

More information is available through the US Copyright Office – see section 108:  
<http://www.copyright.gov/title17/92chap1.html#108>

### *i. Checkout Period*

- Copies of articles do not have to be returned.
- Student must use books received through ILL in the library, as reserve items or leave a \$50 deposit & copy of their driver's license to check them out.
- The lending libraries set the conditions for use of their items. Lenders can recall items/change due dates at any time. Users will be notified if this occurs. Users will typically find out the due date when they receive their requested item.
- Items should be returned 7 days prior to their due date to account for return shipping time (international items should be returned 14 days prior).

### *i. Renewals*

- **Students** - Cannot renew ILL materials.
- **Faculty & Staff** - Must give notice of intention to renew at least 7 days prior to due date. There is no guarantee that lenders will allow renewal of items.

**ii. Overdue**

Overdue fees are set by the lending libraries. Users are responsible for all fees incurred. The University Library does not cover any overdue fees for students.

**iii. Lost or Damaged**

Users are responsible for all costs incurred from lost or damaged items, unless item is lost or damaged during shipment to or from lending library.

**j. Fees for Service**

The University Library makes all attempts to borrow documents and materials from libraries that do not charge fees. However, this is not always possible. Patrons will have a maximum for fees charged, per academic year (fall-summer). Faculty, staff and graduate students will have a \$100 max. Undergraduate students will have a \$50 max. Users will not be charged to use the inter-library loan/document delivery service until this maximum is exceeded. However, users are responsible for overdue, lost or damaged item fees. Also, if a user does not pick up requested items, they may be charged for any future requests.

**k. Delivery Options**

- **Articles** – When possible, copies of articles will be emailed to users. Users are responsible for deleting electronic copies after printing/use. Some articles must be picked up in the library (large documents). Faculty & staff may request to receive any paper copies through interoffice mail.
- **Books** – Books must be picked up/used at the library.

**l. User's Responsibilities**

Users are responsible for abiding by all guidelines set forth by the University Library and by the Lending Library or Libraries.

**i. When to Place a Request**

- **Articles** – A request for a journal article should be made only after checking Full Text Finder (the library's electronic resource locator), the internet, freemedicaljournals.com, and the Library's print journals.
- **Books** – Book requests should only be made after checking the University Library & East Baton Rouge Parish Public Library catalogs.

**ii. Information Needed to Place a Request**

User's name, affiliation (faculty/student/hospital), department, contact information & citation information for requested item(s) must be provided. For faster processing, medical articles can also include PMID (PubMed ID) numbers. This information should be provided on the ILL form or in an email.