

# **J. Sargeant Reynolds Community College Libraries**

## **Interlibrary Loan Policy**

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## **Introduction**

Interlibrary loan is a service provided by the J. Sargeant Reynolds Community College Libraries to assist faculty, staff, and students with their research needs. The Interlibrary Loan Departments will locate and obtain, whenever possible, requested materials that are not owned by the JSRCC Libraries.

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## **Interlibrary Loan Users**

The libraries provide Interlibrary Loan services for the following:

- JSRCC faculty
- JSRCC staff
- JSRCC students (currently enrolled)
- JSRCC dual enrollment students (currently enrolled)
- JSRCC distance education students (currently enrolled)

Community patrons are NOT eligible to request interlibrary loan materials. These individuals should seek the services of their local public library.

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## **Borrowing Guidelines**

### **Interlibrary Loan Materials**

The following materials are readily obtained through interlibrary loan.

- Books
- Articles

The following materials are harder to obtain through interlibrary loan:

- Reference books
- Materials in high demand
- Fragile material
- Audio-visual materials
- Computer software

Textbooks are NOT available through interlibrary loan

### **Request Forms**

- To request interlibrary loan materials, the library user must fill out an interlibrary loan form, recording all information necessary for locating the material. Forms are available at all JSRCC libraries and website.
- Incomplete requests, requests for items in the JSRCC libraries, or requests for items not filled will be returned to the requester.

### **Number of Requests**

- Students may have five active requests at any one time.
- Faculty and staff may submit an unlimited number of requests.

### **Turnaround Time**

- Interlibrary loan requests are processed as quickly as possible. The time needed to obtain an item is dependent upon the difficulty of the request, proximity of the lending library, and the number of requests to be processed. A minimum of seven to ten days is usually needed to search, process, and receive requested items.

### **Notification**

- Requester will be notified by phone or e-mail when the requested item arrives at the library. If the item is not picked up after five business days, the requester will be notified that the item will be returned to the lending library if it is not picked up within the next three business days.

### **Due Dates and Renewals**

#### **Books**

- Interlibrary loan books are on loan for the time period specified by the lending library. Due dates are clearly marked on the book wrapper. The lending library may also specify the type of usage and the status of renewals. Renewals are usually not available.

## Photocopies

- Photocopies of periodical articles become the property of the requester.

## Charges and Fines

- JSRCC libraries will make every effort to borrow materials from libraries that do not charge a fee. In the event that the material is only available from a library that charges a fee, the requester will be notified if the amount exceeds the amount indicated on the Interlibrary Loan Form, and the requester will have the option of withdrawing the request. The requester will be responsible for payment of all fees incurred and such fees must be paid at the time of pickup.
- Borrowed interlibrary loan materials are subject to overdue fees assessed by the lending institution.
- The requester is responsible for any replacement charges assessed by the lending library for interlibrary loan materials that are damaged or lost.

## Violation of Interlibrary Loan Privileges

- Should a requester disregard the Interlibrary Loan Guidelines, his/her interlibrary loan privileges may be withdrawn. Some action which may result in suspension of privileges include failure to pick up requested materials, failure to return books on time, failure to pay and handling fees or charges, and failure to return books in borrowed condition.
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## Lending Guidelines

The JSRCC Libraries will honor interlibrary loan requests from other libraries received by the following methods:

- OCLC online
- ALA form
- Fax request

## Materials NOT Generally Available for Lending

- Reference books
- Reserve materials
- Periodicals (Entire issues)
- Microforms

- Audio-visual materials
- Computer software
- Materials in high demand

### **Methods of Delivery**

- Books will be sent library rate through the U.S. mail or RALC shuttle.
- Photocopies may be sent Ariel, Fax, U.S. mail, or RALC shuttle.

### **Loan Period**

- Books are loaned for a period of 56 days. Renewals are considered on an individual basis.
- Photocopies become the property of the requester and therefore have no due date

### **Charges and Fees**

- No handling charges or fees will be assessed for any interlibrary loan requests.
- If it is determined that an item has been lost or damaged, an invoice will be sent to the borrowing library. The minimum replacement fee is \$50.00.