



## Policy

Title:	Learning Resource Center Interlibrary Loan
Effective Date:	November 6, 2017
Approved By:	
Responsible Party:	Director, Learning Resource Center
History:	None
Related Documents: Interlibrary Loan Borrower Agreement	

### I. PURPOSE

Interlibrary Loan is a free service through which library materials not owned by the Salus University Learning Resource Center may be requested and obtained from other area institutions who partner to coordinate activities, share resources, and combine expertise. The privilege to request materials from other institutions is limited to current students, faculty, and staff of Salus University who have a current University ID badge.

### II. DEFINITION

### III. POLICY

#### Items Available for Interlibrary Loan

- Books
- Articles from periodicals (either in electronic format or a photocopy)

#### Items Not Available for Interlibrary Loan

Some material may not be available through ILL:

- Entire volumes or issues of periodicals. Copies of specific articles can be requested.
- Reference works.
- Rare materials.
- Some multimedia items.
- Requests which violate copyright restrictions. This is at the discretion of Learning Resource Center staff and the lending institution.
- Required textbooks for programs of study offered at Salus University.

#### Copyright Restrictions

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction in excess of “fair use”, that user may be liable for copyright infringement. The Learning Resource Center reserves the rights to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of Copyright Law.

### IV. PROCEDURE

### **Submitting Requests**

Requests can be submitted by emailing us at [lrc@salus.edu](mailto:lrc@salus.edu). When requesting an interlibrary loan, please take care to include as much citation information as possible. Avoid using abbreviations and include the source of the citation if possible in case additional information is needed to fulfill the request.

### **Picking Up Materials**

Scanned articles are provided in PDF format via email. Books and items must be retrieved from the Learning Resource Center. Patrons will be notified by e-mail when an item is available or if there are any problems with fulfilling a request. When picking up material, patrons must sign a copy of our *Interlibrary Loan Patron Agreement*. This is a binding contract between the patron and the Learning Resource Center.

Materials borrowed through Interlibrary Loan may be retrieved at the Help Desk on the First Floor during Learning Resource Center hours. Patrons borrowing materials are required to sign a copy of the attached agreement confirming the receipt of the requested material.

### **Loan Period**

The loan period for books and other non-digital (or photocopy) items is determined by the lending institution. Renewals are also determined by the lending institution. **Institutions that loan materials reserve the right to recall their materials at any time.**

### **Renewal Requests**

Requests for renewals of Interlibrary Loans should be submitted before the due date listed in the paperwork accompanying the material. If this indicates the material is non-renewable, the lending institution has already set the restriction on the material and requests for renewals will not be processed. Renewals are not granted if the material is already overdue. Renewals are also granted at the discretion of the lending institution. If the renewal request from the Learning Resource Center is denied, materials must be returned immediately.

### **Returning Borrowed Material**

Books and other non-photocopied or electronic material may be returned to the Help Desk on the first floor of the Learning Resource Center. Interlibrary Loan materials must be returned by the due date listed on the paperwork. Failure to return ILL materials within 30 days of the due date will result in suspension of ILL privileges, or may result in a Bursar Hold.

Long overdue, lost, or damaged materials will be billed for replacement *based on the full replacement cost as determined by the lending institution*. This includes: writing, highlighting, cutting, water damage, food or beverage residue, post-it notes or adhesive residue, or failure to return any accompanying multimedia. A notification will be sent to the patron's Salus University e-mail address prior to the Bursar's Office being notified.

Lending libraries may recall ILL materials at any time. Recalled ILL items must be returned immediately. Failure to do so will result in temporary suspension of ILL privileges and/or a Bursar Hold.



**INTERLIBRARY LOAN BORROWER AGREEMENT**

This agreement is between \_\_\_\_\_ and the staff of the Learning Resource Center at Salus University on \_\_\_\_\_. It is required of every borrower request of loaned material(s) by students and faculty when provided by another institution within the Learning Resource Center’s interlibrary loan (ILL) conglomerate.

If borrowing materials from a lending institution, the borrower must agree to the following terms:

1. They have indeed requested to borrow the loaned material(s) titled \_\_\_\_\_  
\_\_\_\_\_;  
from the following institution: \_\_\_\_\_;
2. They will not remove the attached paperwork provided by the lending institution;
3. They will return the borrowed material(s) on the following date: \_\_\_\_\_;
4. They are solely responsible for maintaining the condition of the loaned material(s);
5. In the event that terms 4 and 5 are not met, that they will pay the necessary fines which can, but not exceed the *full replacement cost of the material as determined by the lending institution* if the material(s) is/are lost, damaged, or overdue.

If in agreement with these terms, the borrower must sign on the space below the dotted line.

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**By signing this agreement I have read this document in full, verified the information provided by the Learning Resource Center staff and the loaning institution, and agree to follow the terms listed above.**

Borrower: \_\_\_\_\_ Date: \_\_\_\_\_