



<b>Policy Number:</b>	[will be completed for you]
<b>Originating Office:</b>	[Type Office Name]
<b>Responsible Executive:</b>	[Type Executive’s Title]
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# University Libraries Interlibrary Loan Borrowing Policy

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## I. REASON FOR THIS POLICY

The limited resources of University Libraries cannot meet all the research material needs of faculty, students, and staff. In order to supplement the library’s material holdings, University Libraries provides an interlibrary loan service to obtain materials from other libraries. University Libraries provide interlibrary loan services to increase faculty, student, and staff access to resources for teaching, research, and learning. This policy describes the guidelines and procedures for using interlibrary loan borrowing services.

## II. STATEMENT OF POLICY

University Libraries provides interlibrary loan borrowing service for current University of South Dakota students, staff and faculty. Interlibrary loan services also may be provided to non-affiliated library users for a fee. Items that can be requested from other libraries include books, book chapters, articles, journals, microforms, theses, dissertations, videos, DVDs, CDs, and other media.

Interlibrary loan services are intended to provide access to materials not held by University Libraries. However, an item owned by University Libraries may be requested via interlibrary loan when the item is unavailable for circulation (e.g., is checked out, on course reserve or other reasons).

Interlibrary loan services may not be used to provide students with copies of required textbooks.

Interlibrary loan will scan up to three book chapters and no more than 10% of a single book for an individual patron. Chapter requests must be submitted on separate requests. If more than this is needed, we recommend a loan of the whole item is requested.

The ability of University Libraries to borrow materials is subject to copyright law, and the need to obey corresponding copyright guidelines may limit the ability to obtain some materials or add cost to obtaining some materials.

University Libraries is not responsible for covering the interlibrary loan cost of borrowing materials. When materials cannot be obtained for free, the requestor will be given the option of paying the entire cost that the lending library charges to obtain the item or cancelling the request. Interlibrary loan costs may be paid by cash, check, credit card, debit card, or charge to a USD account.

People requesting items through interlibrary loan are responsible for any fees imposed by the lending library for overdue, damaged, or unreturned items. The requestor will be billed for any fees imposed by the lending library plus a \$25 nonrefundable, per item processing fee. A fee of \$125 will be charged for the replacement of each damaged or unreturned item.

Outstanding library fees and unreturned materials may result in an interlibrary-loan block, circulation block and/or registrars hold.

Persons not affiliated with the University may use interlibrary loan services for a fee of \$26 per item requested plus any additional charges imposed by the lending institution.

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### III. .DEFINITIONS

**Affiliated persons:** a user of the library who is an active registered student or employed by the University of South Dakota.

**Authorized Users:** borrower proxy for the purpose of pick up of borrowed materials

**Circulation Block:** A restriction on a user account that prohibits items from being checked out at the circulation desk.

**ILLiad:** University Libraries system for processing interlibrary loan and document delivery requests.

**Interlibrary loan block:** A restriction on a user account that prohibits the submission of interlibrary loan requests.

Interlibrary loan borrowing: The process of obtaining materials held in other libraries for use by University Libraries patrons.

Interlibrary loan cost: The cost charged by the lending library for the loan of their items.

Non-affiliated persons: a user of the library who is not an active registered student and is not currently employed by the University of South Dakota.

Recall: an e-mail request from the University Libraries to return an item before the due date.

Registration and transcript hold: A block on a user account that prevents registration in University of South Dakota courses and prevents the issuance of University of South Dakota transcripts.

Textbook: Any book that is required for a University of South Dakota course.

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## IV. PROCEDURES

Interlibrary loan requests are initiated via the ILLiad interlibrary loan system. There is a link to the system on the University Libraries home page, and many of the databases available through the University Libraries link directly into ILLiad.

As requests are processed, the requestor will be notified if the requested item is available in the University Libraries and provided the information to locate the requested item. If the requested item is not available in University Libraries, a request will be submitted to libraries that have the requested item. It is not necessary for the requestor to determine which libraries have the requested item, as that information is contained within the interlibrary loan system.

Physical items held by libraries outside the continental U.S. are not available through interlibrary loan. People requesting items through interlibrary loan will be notified via email when the requested item is available for their use. The loan period, renewal options, and use restrictions (in library use, rare book room supervised use) are determined by the lending library.

The method of delivery for requested items will vary depending on the type of material sent. An electronic copy of an article will normally be delivered to the requestor via email. Physical items (books, videos, etc.) will be available for pickup at the Circulation Desk during the hours the library is open. A valid USD ID card must be presented when picking up ILL materials.

Authorized Users may be designated to pick up materials for the borrower.

Physical items can be sent to campus departmental mailboxes via Campus Exchange for graduate students and faculty upon request.

Distance students and faculty and staff located off-campus (within the continental U.S.) may have materials mailed to them upon request; however, they will be responsible for the return of the physical items and any costs involved.

We do not mail physical materials to addresses outside of the continental U.S.

As a borrowed interlibrary loan item nears its due date, the borrower will be sent a courtesy notice as a reminder. If the item becomes overdue, the borrower will be sent overdue notices.

Interlibrary loans may be recalled by the lending library at any time. When an item is recalled, an email notice informs the borrower to whom the item is checked out that it has been recalled and advises of the date by which the item must be returned (5 calendar days from the recall date). Items recalled which are not returned on time are subject to overdue fines of \$2.50 per day to a maximum of \$30.00.

Borrowers with an item more than 14 days overdue will have an interlibrary-loan and a circulation block placed on their accounts and will be unable to request items via interlibrary loan or check out items at the Circulation Desk until the cause of the block has been resolved. A registration and transcript hold will be placed on the person's account if an item borrowed through interlibrary loan is not returned within 28 days after the due date. A registration and transcript hold will be placed on the person's account any time the borrower has an outstanding charge (e.g. , late fee or damage charge) related to an interlibrary loan.

People with questions related to an item they have borrowed through interlibrary loan may contact the interlibrary loan staff. People that have concerns with any aspect of the interlibrary loan service (for example, questioning charges) should contact the Interlibrary Loan Manager in a timely manner with a written description of the issue as the borrower understands it.

Interlibrary Loan - University Libraries

I.D Weeks Building, Room 223

University of South Dakota

414 East Clark St. Vermillion, SD 57069

Phone 605-677-6087

Fax 605-677-5488

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## V. [ILL@USD.EDU RELATED DOCUMENTS, FORMS AND TOOLS](#)

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University Libraries:

<http://www.usd.edu/library/>

University Libraries Copyright Libguide:

[http://libguides.usd.edu/content.php?pid=55102&search\\_terms=copyright](http://libguides.usd.edu/content.php?pid=55102&search_terms=copyright)

ILLiad Logon:

<http://usd.illiad.oclc.org/illiad/USD/logon.html>