

University Libraries Interlibrary Loan Document Delivery Policy

Policy Contents

I. Reason for this Policy	1
II. Statement of Policy	1
III. Definitions	2
IV. Procedures	2
V. Related Documents, Forms and Tools.....	3

I. REASON FOR THIS POLICY

University Libraries provide document delivery services for materials in the libraries' collections to University of South Dakota faculty, graduate students, staff and distance users. This policy describes the guidelines and procedures for using document delivery services. University Libraries provide document delivery services to increase faculty, student, and staff access to resources for teaching, research, and learning.

II. STATEMENT OF POLICY

University Libraries provides document delivery loan and copy services. The copy service is available to University of South Dakota faculty, graduate students, staff and distance patrons for article copies and book chapters. University Libraries 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 that the patron borrows the whole item.

University Libraries provides document delivery loan services for books, microforms, theses, dissertations, videos, DVDs, CDs, and other media items held in the University Libraries collections. The document delivery loan service is available to University of South Dakota off-site

faculty and staff, and distance students only. Distance patrons may have document delivery loans mailed to them upon request. Distance patrons will be responsible for returning loaned material to the University Libraries by the due date and for any expense involved in returning the loans. Distance patrons and document delivery loans are subject to the University Libraries Circulation Department policies.

III. DEFINITIONS

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

Authorized User: borrower proxy designated in ILLiad user accounts for the purpose of pick up of borrowed materials.

Copy service: delivery of copies of articles and book chapters.

Distance user: University of South Dakota Distance students, and faculty and staff located outside of the vermillion area.

Document delivery: delivery service of materials owned by University Libraries to distance patrons.

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.

Loan service: physical items owned by University Libraries mailed to distance patrons.

Non-affiliated person: 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.

IV. PROCEDURES

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

Article or book chapter copies will be delivered by email and do not need to be returned to the University Libraries.

Document Delivery loans mailed to distance patrons may be renewed online or by contacting the University Libraries Circulation Department.

Document delivery loans are subject to recall by the University Libraries Circulation Department. When an item is recalled, a notice is emailed informing the patron of the date by which the item must be returned (this date might be sooner than the original due date).

People that have concerns with the document delivery service should contact the Interlibrary Loan Manager in a timely manner with a written description of the issue as the borrower understands it.

For additional information or any questions please contact:

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

V. RELATED DOCUMENTS, FORMS AND TOOLS

University Libraries:

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

USD Libraries Circulation policies:

<http://www.usd.edu/library/borrowing-library-material.cfm>

University Libraries Copyright Libguide:

http://libguides.usd.edu/content.php?pid=55102&search_terms=copyright

ILLiad Logon:

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