

University Libraries Interlibrary Loan Lending Policy

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I. REASON FOR THIS POLICY

University Libraries depends on the interlibrary loan system to supplement collections held by the library. In order to be a good partner in the interlibrary loan system, University Libraries will lend materials held in the University Libraries' collections to other libraries. This policy describes the guidelines and procedures for interlibrary loan lending services.

II. STATEMENT OF POLICY

University Libraries loans materials through the interlibrary loan system to other libraries for the use of their patrons.

Items that University Libraries will lend to other libraries include books, book chapters, articles, journals, microforms, theses, dissertations, videos, DVDs, CDs, and other media. The loan period, unless otherwise noted, is 60 days. Items may be renewed for additional 60 day periods. University Libraries reserve the right to recall items before the due date.

University Libraries will lend items free of charge to libraries within the state of South Dakota, to members of the National Network of Libraries of Medicine - Greater Midwest Region Resource Library Reciprocal Agreement, to Minitex libraries, and to libraries that have established

reciprocal agreements with University Libraries. University Libraries charges \$10 per item to any library outside of these groups.

University Libraries will consider offers for reciprocal agreements at any time, our reciprocal agreement form can be located below in the related documents section. Please contact the Interlibrary Loan department for further discussion or with any questions or concerns.

University Libraries do not lend physical items to libraries outside of the continental United States.

Audio-visual materials are only lent to libraries that lend audio-visual materials.

The maximum number of pages University Libraries will copy and/or scan for delivery is 100 pages per request.

University Libraries will lend journals older than 5 years for a two week loan period.

University libraries will loan up to four items per request from a set or collection of materials.

University Libraries do not lend: reference works, maps, Hot off the Press items, items on reserve, items in remote storage, and items from Archives and Special Collections, including those housed in the National Music Museum.

Materials from Archives and Special Collections may be scanned and provided in electronic format depending on the amount requested, condition of the material and copyright status of the item. These requests will be reviewed on a case by case basis by archive staff.

The borrowing library is responsible for any charges associated with damaged or lost items. Materials not returned will be billed three months after the due date. The borrowing library is responsible for the cost to repair or replace materials damaged or lost, plus a \$20.00 processing fee. The replacement fee is waived if item is returned in acceptable condition.

University Libraries reserve the right to not lend any given item at the University Libraries discretion.

III. DEFINITIONS

Interlibrary Loan Lending: The process of providing University Libraries collection materials for use by other libraries.

Interlibrary Loan Charge: A per item charge to any borrowing library that we do not have an agreement for providing service free of charge.

Damaged Item Charge: : A charge for an item that is not returned in the same condition as when it was sent from University Libraries (Examples: Water damage, marking on pages, missing or damaged pages).

Lost Item Charge: A charge for a loaned item that is not returned to University Libraries.

Processing Fee: A service charge to borrowing libraries when lost or damaged items are invoiced.

Hot off the Press items: University Libraries rental collection not available for interlibrary loan.

IV. PROCEDURES

University Libraries preferred methods for receiving requests from other libraries are via OCLC, Docline, or Rapid ILL. We also accept requests via ALEPH, ALA request form,, Fax, e-mail or mail.

University Libraries' preferred method of delivery for physical items is via U.S. Mail or Minitex Courier system. The preferred method for delivery of electronic copies is via Odyssey or Article Exchange. E-mail and fax delivery are also available.

Borrowing libraries who do not return items by the specified due date will be sent overdue notices prior to being invoiced.

University Libraries' preferred methods of billing and payment for interlibrary loan charges are IFM or EFTS. Invoices will be issued to libraries not using IFM or EFTS. Cash, check, or credit card payment are also accepted as payment.

A library's failure to resolve charges due will result in the suspension of interlibrary loan privileges from University Libraries.

Borrowing libraries that have issues 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 they understand 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
ill@usd.edu

V. RELATED DOCUMENTS, FORMS AND TOOLS

ALA interlibrary loan request form -

<http://www.ala.org/rusa/sites/ala.org.rusa/files/content/resources/guidelines/illformprint.pdf>

National Network of Libraries of Medicine - Greater Midwest Region Resource Library Reciprocal Agreement - <http://nmlm.gov/gmr/resourcesharing/reciprocalagreement.html>

Reciprocal agreement form – <http://www.usd.edu/library/ill.cfm>

University Libraries website – <http://www.usd.edu/library/>