

Yavapai College Library Interlibrary Loan Policy

Revised June 26, 2008

POLICY

Definition: “Interlibrary loan is a transaction in which library material or a photocopy of the material is made available by one library to another” for the use by an individual (National Interlibrary Loan Code for the United States, 1993, published by the American Library Association).

Yavapai College Library supports lending and borrowing materials through interlibrary loan. As stated in the National Interlibrary Loan Code referenced above: “interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries. It is understood that every library must maintain an appropriate balance between resource sharing and responsibility to its primary clientele.”

PROCEDURE

- I. Borrowing Policy:
 - a. Any material may be requested for loan or duplication from another library in accordance with the lending policy of that library and the United States copyright laws.
 - b. Most libraries will not ordinarily lend the following types of materials:
 - i. Current bestsellers and materials published within the past six months.
 - ii. Materials for class, reserve, or other group use.
 - iii. Rare or valuable material, including manuscripts.
 - iv. Bulky or fragile materials that are difficult or expensive to ship.
 - v. Materials with local circulation restrictions (for example: reserve, reference, genealogy and audio-visual materials).
 - vi. Unique materials that are difficult or impossible to replace.
 - c. Library patrons can submit an ILL request in person, via the Ask a Librarian service or through our online ILL request form.
 - d. Up to 5 requests will be processed for one person at a time.
 - i. Additional requests should be prioritized. These requests will be processed as time permits.
 - ii. Article requests will be emailed to patrons when possible.
 - e. An effort will be made to locate a local source of the requested material before making the request to out of network libraries.
 - f. The Library will attempt to utilize non-fee based libraries whenever possible.

- i. In the event that a request must be made to a library that charges a fee, the patron will be contacted prior to processing the request to determine if they are willing to pay the fee.
 - ii. The library is unable to pay borrowing fees for patrons.
- g. Materials borrowed through ILL must be returned to the library where the request originated.
- h. The loan period is determined by the lending library.

II. Lending Policy:

- a. Yavapai College Library will lend to other libraries subject to the following rules:
 - i. Requests for photocopies will conform to U.S. copyright law and database license agreements.
 - ii. Yavapai College will not loan the following materials:
 - 1. High demand items purchased within the previous six months
 - 2. Periodicals, microform, reserve, reference and faculty-use only materials.
 - a. When possible photocopies of these items will be made available.
 - 3. Bulky, fragile and rare materials.
 - 4. Maps and archive materials
- b. The Library accepts on-line requests from other libraries through OCLC. Requests not generated through OCLC can be sent via email, fax or mail.
- c. The lending period is 6 weeks plus a transit time of 1 week for Arizona libraries, 2 weeks for out-of-state libraries and an additional 3 weeks for international libraries.
- d. Material may be renewed at the discretion of the ILL staff if there is no hold on the item.
- e. The Library does not charge for ILL services.
- f. The borrowing library is responsible for replacement of lost or damaged items in accordance with the NIL Code. Yavapai College Library charges the cost of the material plus a \$10 processing fee. Libraries in violation of this policy will lose their borrowing privileges.

W:\Policies & Procedures\Interlibrary Loan\Interlibrary Loan Policies