

# Interlibrary Loan at Myrin Library

## *Mission and Policies*

### **Mission**

The mission of Interlibrary Loan (ILL) at Ursinus College is to obtain books and journal articles not owned by Myrin Library for faculty, students & staff in the fastest, most efficient, and most economical way possible. As such, the department maintains strong reciprocal relationships with more than 3,000 libraries across the country. The Library also attempts to implement vital ILL technologies so that the department can continue to lend and borrow items quickly. The Library complies with all federal copyright laws (Title 17, United States Code, <http://www.copyright.gov/title17/>), the CONTU Guidelines (<http://www.cni.org/docs/infopols/CONTU.html>), and the policies and procedures contained in the National Interlibrary Loan Code (<http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm>).

### **Policies:**

#### *Materials: Borrowing*

1. The Myrin Library ILL department borrows only books and journal articles *not owned by the library* for students, faculty and staff for research and recreational use. An exception is made for materials listed as “inaccessible” in the online catalog. Books currently checked out to Myrin patrons may be recalled by obtaining permission from the circulation supervisor.
2. The lending library determines the length of time allowed for borrowing books, not Myrin. This time period can be as short as two weeks or as long as two months. Renewals are also granted at the discretion of the lending library, not Myrin. Each renewal request should be emailed to the Interlibrary Loan Supervisor at least four days before the due date.
3. The overdue fine for Interlibrary Loan books not returned on time and not renewed by the due date is \$1.00 per day.
4. Articles received through Interlibrary Loan will be printed for the requester and will not need to be returned at any time.
5. The Myrin Library ILL department does NOT borrow dissertations for students. When the budget permits, the library will attempt to obtain dissertations for faculty, or for an upper-class student doing Honors or Summer Fellows research, at the behest of a faculty member. The limit for such student research is 2 dissertations per semester, due mainly to budgetary concerns and difficulty of obtaining materials.
  - a. As of February 2007 Myrin is a member of ProQuest’s “Dissertations Express” service, which offers copies of dissertations to people affiliated with the College at the discounted price of \$29 to the requester. Faculty members and Honors students desiring more than two dissertations during a semester may choose to use this service to obtain them. Also, if a particular library will not lend a requested dissertation, requesters can use this service and pay the associated fee. Non-Honors and Non-Summer Fellows students may also use this service to obtain dissertations.

6. Other items not borrowed through ILL:
  - a. Rare books
  - b. Textbooks
  - c. Reference books & other non-circulating materials
  - d. Electronic articles marked “e-pub ahead of print”
    - i. These are generally not available due to publisher restrictions
  - e. Audio-visual materials\*
    - i. DVDs
    - ii. Videocassettes
    - iii. CDs
    - iv. Audiotapes

\*Attempts can be made to borrow audio-visual materials in special circumstances, at the request of faculty; but it is rare that other libraries will lend them. In such cases, the library will make every effort to purchase the requested materials.

### *Materials: Lending*

1. The ILL department will lend books and articles from Myrin Library’s collection to libraries requesting them through OCLC and Access PA. Books will be sent via U.S.P.S.; articles will be photocopied for sending through U.S.P.S. or scanned and transmitted via Ariel.
  - a. The department’s ability to lend electronic journal articles is dependent on the license agreements with database vendors and publishers. A list of databases and publishers and their sharing policies is maintained by the InterLibrary Loan Supervisor. When no policy is known, the default action is to NOT lend materials from electronic journals or databases.
2. Books from the Berman Collection will be lent on a case-by-case basis at the discretion of the InterLibrary Loan Supervisor.
3. The Myrin Library ILL department does NOT loan out the following materials:
  - a. Books & Materials from the Chemistry Library
  - b. Books & Materials from the Career Services Library
  - c. Student Artwork
  - d. Rare books
  - e. Materials from the Pennsylvania German Collection
  - f. Materials from the Ursinusiana Room
    - i. An exception can be made for students’ Honors and Summer Fellows Papers. These can be scanned or photocopied and sent.
  - g. Reference books
  - h. Textbooks
  - i. CD-Roms
  - j. Audio-Visual materials (as described above)
    - i. In exceptional cases, where an agreement is worked out in writing between the ILL department and the requesting library, audio-visual materials may be lent.

### *Requesting*

Requesting materials through Myrin's Interlibrary Loan department is limited to Ursinus Students, Faculty (including Emeriti faculty) and Staff, who will be referred to collectively below as "patrons." Alumni, community members and other visitors MAY NOT request materials through Interlibrary Loan.

1. Requesting should be done via the online form posted on the website or directly in OCLC (i.e., through FirstSearch, WorldCat, etc.).
  - a. Requests delivered verbally or through personal e-mails, phone calls or written notes are easily misplaced. The ILL department cannot be held responsible for any materials not requested via the form or OCLC, though of course all efforts will be made to fill all requests.
2. There is no limit on the number of requests any patrons may submit to the Interlibrary Loan department.
3. However, the Interlibrary Loan department reserves the right to deny any requests for the following reasons:
  - a. A particular patron has *already* requested materials that cost the department in excess of \$40 in one semester.
    - i. The InterLibrary Loan Supervisor will work with patrons to prioritize costly requests in an effort to make sure everyone gets what they need.
  - b. An article is requested from a journal in which we have exceeded the federal allowable copying of articles (5) and the cost will therefore be excessive for obtaining the requested article.
4. The Interlibrary Loan Supervisor will forward major concerns to the Reference & Instruction Librarian, who will in turn contact students, faculty, staff and/or departments who appear to be overtaxing the department in either budget or hours.
  - a. The Reference & Instruction Librarian will work with the Technical Services Librarian and faculty/departments to determine if the Myrin Library needs to add subscriptions based on excessive Interlibrary Loaning costs and copyright issues.

### *Administrative*

1. The ILL department uses OCLC WorldCat Resource Sharing to manage (receive and fill) requests. The Library subscribes to Resource Sharing through Palinet (and all cost management occurs through PALINET). The Library gets "credits" for lending materials, so attempts are made to lend as much as possible.
2. The Library cooperates with the Copyright Clearance Center to adhere to Federal Copyright Law.
3. The department is overseen by the Reference & Instruction Librarian, who assists with problems such as those described above, in the "Requesting" section. He/She also helps with finding difficult materials in OCLC to borrow, corresponding with patrons about requests, strategizing for running the department efficiently and anything else as needed. He/she must meet with the Interlibrary Loan Assistant at least twice yearly, but the two can meet beyond that as they see fit.
4. The department is staffed by one full-time Interlibrary Loan Supervisor and several student assistants who are hired by the Interlibrary Loan Supervisor. The

- Interlibrary Loan Supervisor determines how many students he/she needs in a particular semester. A general guideline is that she/he will collectively pay students for about 30 hours per week (this figure is only meant as a guide, and is not by any means exact). Each student typically works 5-8 hours per week.
5. The ILL department keeps statistics generated by OCLC and provides a basic report for the Library Director and the Reference & Instruction Librarian.

### *Guidelines*

Guidelines and FAQs for students, faculty & staff in using Interlibrary Loan are posted on the website. These are updated frequently on an as-needed basis. Some general principles are listed below.

1. Students are encouraged to search for materials in the library catalog and the databases available through the library website before turning to books and articles only available through Interlibrary Loan.
2. Students are urged to request books and articles through InterLibrary Loan early in the research process and well before their assignments are due, as the time it takes to get articles can vary greatly and a quick turnaround can never be guaranteed.
3. Whenever possible, students are encouraged to request books and articles over a period of several weeks. Once they receive articles, they should read them to make sure they're on the right track, and then request more accordingly. Abuse (i.e., ordering anything that looks good just because they can) is discouraged; careful consideration of materials requested via Interlibrary Loan is called for.
4. In general, students and faculty making many requests at one time (or over a short period of several days) are encouraged to prioritize articles they want by setting the "Priority" level on the requests accordingly and submitting the most important articles earliest.

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