**Bailey Library Interlibrary Loan Policy and Guidelines**

Bailey library offers interlibrary services, *free of charge*, for current students, faculty and staff. In addition, we offer these services to our faculty emeriti, or retired faculty. These services are used to request books, articles, book chapters, dissertation/thesis, microforms, conference proceedings, or other materials that Bailey Library does not currently have in its holdings. The guidelines, and policies, set forth are to establish fair and appropriate practices for everyone using interlibrary loan services. Interlibrary loans are based on reciprocal and cooperative agreements with other libraries. Good partnerships with other libraries are established on the grounds of these fair and appropriate practices, including following appropriate borrowing times frames, and respecting the materials borrowed from other institutions. When these practices are not followed, the cooperative agreements may be jeopardized, or disbanded altogether. Lending libraries set the loan period, the renewal policies, and other special conditions, such as recalls.

Guidelines for borrowing interlibrary loan materials includes that you are responsible for:

* All items borrowed and checked out under your name.
* Following due dates of materials, and appropriately returning library materials.
* Reading emails from the library, and responding to requests, or inquiries.
* Promptly picking up borrowed materials you have requested from other libraries. (Materials will only be held for 14 days, before being returned.)
* Caring for borrowed materials and returning them in the same condition as received.

Guidelines for borrowing books, book chapters, articles, and more via ILLiad:

* First-time ILLiad users will need to register
* Use the ILLiad link to borrow books, book chapters, and other materials not owned by Bailey Library, however items are subject to the lending library’s policy. Requests for more than one chapter of a book cannot be fulfilled due to copyright guidelines.
* Users are notified by email when the requested item(s) have arrived at Bailey Library for pickup, and must sign with first and last name on the signature slip at checkout.
* If a user no longer needs ILL materials after item is available for pick-up, the signature slip must be signed with reason (i.e. “no longer needed”).
* Delivery and loan times for all materials varies (as determined by lending library’s policies).
* Users may only have one ILLiad account – multiple accounts are not allowed and will be deleted.

Guidelines for borrowing books via E-ZBorrow

* E-ZBorrow is a fast way to request books, and most requests are filled promptly.
* Materials allowed to be borrowed is dependent upon the lending library’s policies.
* Users are notified by email when requested item(s) have arrived at Bailey Library for pickup.
* The loan period is 12 weeks with no renewal.

**Interlibrary Loan Policy**

**Interlibrary Loan Priorities**

Priorities for fulfilling interlibrary loan requests are students, faculty, and staff, and then others. Bailey Library pays annual ILL subscription fees for interlibrary loan usage and lending library agreements. Requests not covered under these fees, resulting in additional charges, are not fulfilled unless meeting certain special SRU research considerations, and with approval of library administration.

**Borrowing Requests**

There is no limit to the number of borrowing requests submitted in one day for SRU students, or current faculty/staff. For others, the limit is 5 per day. Please note if large numbers of requests are submitted in a single day, they may not be filled immediately, as the library receives numerous ILL requests each day.

The limit for the number of interlibrary loan materials, if over 15 items, is up to the discretion of the ILL technician. Problematic accounts may be blocked automatically, until account is cleared and materials are returned.

All Interlibrary loan requests are submitted by the patron/user and through his/her own ILL account. In addition, users may only have one ILLiad account – multiple accounts are deleted automatically.

We cannot borrow e-books, or rare/vintage materials.

Materials ordered through ILL, after arriving at Bailey Library, will be kept on the hold shelf for no more than 14 days for pickup. After 14 days, the materials will be returned to the lending library.

**Overdue Material(s)**

Overdue notices are sent out timely via email, when materials are past due. Fees may be imposed for overdue materials.

**After unreturned material(s) are ­­­­14 days overdue,** users will receive an invoice for the average replacement and processing cost of $­­100 per book (non-book materials may have different replacement costs). The library accepts cash or check only.

If you have unpaid replacement costs, your library privileges may be suspended. If money is owed to the library, the university reserves the right to hold transcripts and diplomas.

Users who have repeatedly kept overdue materials, and have not responded to email requests, may be blocked from ILLiad. Students and faculty should return library materials that are due, by the end of the academic semester. Failure to return materials could result in being blocked from the interlibrary loan system(s).

 Reinstatement will take place when library materials are returned or lost material invoices have been paid. Problematic user accounts will be reinstated at the discretion of the Interlibrary Loan Technician and/or the Manager of Library Operations.

**Notice – Warning Concerning Copyright Restrictions**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that use may be liable for copyright infringement.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**Interlibrary Loan Restrictions**

Interlibrary loan allows libraries to obtain copyrighted material from other libraries if the material is intended for private study and research. Materials obtained through interlibrary loan may not be shared with others. The Library will not place copyrighted materials borrowed through interlibrary loan on course reserve.