

# INTERLIBRARY LOAN POLICY

Interlibrary Loan is the process by which a library requests materials from, or supplies materials to, another library. The policies followed by Jacksonville State University's Houston Cole Library in providing this service adhere to, and are based upon, the *National Interlibrary Loan Code for the United States* adopted by the American Library Association in 1993 and the International Interlibrary Loan Code of the International Federation of Library Associations.

## I. Eligibility for Services:

Interlibrary Loan Service is available to faculty members, administrative staff, staff, to graduate students, and undergraduate students engaged in thesis or senior paper research. Privileges may be extended to retired employees at the discretion of the ILL Librarian.

## II. Considerations on Materials to be borrowed:

Borrowers should not ordinarily expect to obtain the following materials through Interlibrary Loan:

- A. Items currently available should be requested for purchase.
- B. Periodicals (Single issues, bound volumes, or microform volumes)
- C. Reference works
- D. Rare books or manuscripts
- E. Newspapers in their original format and other bulky or fragile materials
- F. Doctoral dissertations or Masters' Theses
- G. Audio-Visual materials (audio-tapes, video-tapes, slides, sound recordings, etc.)
- H. Duplicates of titles which are in the Houston Cole Library collection, regardless of format or circulation restrictions.

### **III. Copyright Restrictions:**

Systematic copying of copyrighted materials is not permitted. However, for interlibrary loan purposes where there is no intent to substitute copying for a subscription to or purchase of a work, certain copying is considered fair use. The Commission on New Technological Uses of Copyrighted Works (CONTU) copyright guidelines are summarized as follows:

1. Periodicals published within the current calendar year and the previous four calendar years are covered by the guidelines, The concept is known as the "rule of five." Periodicals older than five years are not addressed by the guidelines, but they are not to be considered fair game for unlimited copying. Copyright term is still in effect. Section 108 or 107 criteria apply.
2. During a calendar year, no more than five copies totally may be requested and reproduced from any single periodical title (NOT single issue) without paying appropriate royalties. If the requesting library uses a periodical title that heavily, the library should subscribe to it. "With respect to other material described in 108(d), including poetry and fiction anthologies, filled requests will not exceed five copies or phonorecords within a calendar year." The library should purchase a copy if a title is used that heavily.
3. A library may request an item that it currently owns through interlibrary loan if its copy is currently unavailable (e.g. at the bindery, lost, etc.). Such a loan would not count on its annual tabulation.
4. A library may also request a loan if the periodical is currently on order.
5. The requesting (borrowing) library must maintain records of all fulfillments for copies for three years after the conclusion of the calendar year in which the requests were made.
6. The material must contain a clear notice of copyright.
7. Transmission of full-text articles from subscribed databases is permissible per license agreements. The restrictions that relate to printed materials apply to the electronic surrogate.

#### **IV. Procedures for Requesting Materials:**

A. A separate request form must be filled out for each item desired. Forms are available in the Interlibrary Loan Office in the Lobby, on the library homepage at <http://www.jsu.edu/depart/library/graphic/illform.htm> and in each of the Subject Specialist's Offices. Telephone requests will be accepted at the discretion of the ILL Department Head. All patrons who have telephoned their ILL request must sign the ILL request form when they pick up their material.

B. ILL request forms must be filled out completely, including a full bibliographic citation to the reference source from which the citation was found. (i.e., bibliography, periodical index)

C. The library pays for most interlibrary loan costs. Every effort is made to request materials without incurring charges for the user. However, when requesting a periodical article or book, the borrower will assume all charges incurred, even if the requested item arrives after their research is completed or they no longer require the information. A space is provided on the ILL request form for indicating the maximum charge that is acceptable to the ILL patron.

D. The length of time involved in obtaining a loan varies considerably. However, the average loan will arrive from one-to-three weeks from the date the ILL request is received in the ILL Office.

#### **V. Regulations:**

A. Borrowers will be notified by phone or e-mail when the material they requested arrives. They should pick-up the material in the 4th Floor ILL Office as soon as possible.

B. The loan period and other regulations governing the use of ILL materials (i.e., For In-library Use Only, No Photocopying) are set by the lending library and must be strictly observed. The Houston Cole Library has established a 28 day loan period. In addition, all charges incurred by the patron from the lending library must be paid, regardless of when the item becomes available to the borrower. Failure to comply with such rules and restrictions may result in the loss of ILL borrowing privileges.

C. Renewals are granted only in exceptional cases. If special circumstances make requests for a renewal necessary, then the

borrower should notify ILL personnel at least four days before the item is due.

D. Items borrowed through interlibrary loan must be returned directly to the ILL Office in the Lobby. When the office is closed, ILL materials will be accepted at the Circulation Desk in the lobby. Items should not be returned through the mail.

## **VI. Considerations on Materials to be Loaned:**

The following items are loaned to other libraries by the Houston Cole Library:

- A. Circulating books
- B. Microforms are loaned instate at the discretion of the ILL personnel or the Subject Specialist. Decisions are made on an item-by-item basis.
- C. Circulating dissertations and theses
- D. Newspapers (on microfilm) are loaned instate at the discretion of the ILL personnel or the Subject Specialist. Decisions are made on an item-by-item basis.
- E. Photocopies of periodical articles

The Houston Cole Library does **not** loan the following items:

- A. Reference works
- B. Periodicals (bound, unbound issues, microforms)
- C. Audiovisual materials
- D. Computer Software
- E. Alabama Gallery Materials
- F. Strict Reserves
- G. Sound Recordings

## **VII. ILL Overdue items:**

The Interlibrary Loan Office will send an overdue notice for delinquent items. A fine of \$1.00 per day per item will begin to accrue 5 days after the date of notice if the items have not been returned. The charge will apply to all ILL patrons. Failure to pay fines may result in the loss of ILL borrowing privileges.

## **VIII. Charges for borrowing libraries:**

- A. Alabama libraries with reciprocal agreements receive all book loans and photocopy requests free of charge.
- B. Out-of-state libraries that agree not to charge borrower fees will receive book loans free of charge. Those libraries that charge borrower fees will be charged in kind. Photocopy requests will carry a 10-15 cents per page plus \$1.00 postage and handling charge.
- C. Foreign libraries will be charged for airmail reimbursement for book loans. Photocopy requests carry a 10-15 cents per page plus airmail reimbursement charge.

## **IX. Contact Information:**

- A. Debra Deering, User Services Supervisor  
Email: [deering@jsucc.jsu.edu](mailto:deering@jsucc.jsu.edu)

- B. The contact numbers are as follows:

Phone: (256) 782-5243 FAX: (256) 782-5872  
Ariel: 256.174.54.13

- C. The contact address is:

Interlibrary Loans  
Houston Cole Library  
Jacksonville State University  
700 Pelham Rd N  
Jacksonville, AL 36265-1602