

# UNIVERSITY/ COLLEGE LIBRARY INTERLIBRARY LOAN GUIDELINES

## Introduction

Interlibrary loan (ILL) is an essential component of a library program that greatly expands the range of materials available to patrons. Though the exchange of materials between libraries is an important element in the provision of library service and is encouraged, interlibrary loan is not a substitute for collection development. The University/College Library (U/CL) provides interlibrary loan as a service for the current students, staff, and faculties of BCC, and FAU, by obtaining library materials unavailable at the U/CL. Non-affiliated patrons must request items through their local public library. U/CL also observes the ILL policies set forth by SEFLIN (Southeast Florida Library Information Network) and FLIN (Florida Library Information Network).

## Scope

To ensure the availability of U/CL materials to its patrons, U/CL agrees to loan its material to other libraries with the following list of exceptions. Requests for exemptions to these guidelines may be referred to the Coordinator of ILL.

1. All books in the general collection are loaned, however consideration is given to U/CL patrons' curriculum needs first.
2. Ready reference, regular reference, reserve material, leisure reading titles, videotapes, and kits are not loaned.
3. Microfilm and microfiche are not normally loaned; a photocopy or electronic copy is sent instead. However if the film or fiche were requested, it could be loaned with the proviso of "in library use only."
4. CD-ROMs and CD-ROMs accompanying books are not normally loaned; however the book itself could be loaned. If a mediated exception were made to loan the CD-ROM, it would be with the proviso of "in library use only."
5. Materials in the Archives are not loaned; only photocopies of an article.
6. Materials requested by private companies are not loaned.
7. Classic or common titles that should be available in the local area are not loaned (i.e., Huckleberry Finn).
8. Entire periodicals are not loaned; only photocopies of the requested article.
9. U/CL materials in electronic database format are not loaned or copied due to license restrictions.

## Responsibilities of Lenders/Borrowers

1. Loan period--ILL materials are loaned for 30 days. Number of items that can be borrowed are delineated in the Circulation Policy and are dependent upon the patron's registration class.

2. Renewal--ILL materials may be renewed if there is no hold on the material.
3. Number of items borrowed--ILL will process a minimum of five requests per day, per individual.
4. Fines/Lost/Damage to materials--Borrowers are responsible for all fines and charges.

**Other Services**

U/CL supports OCLC ILL Direct Request. ILL Direct Request accepts locally created ILL requests from a library patron through FirstSearch. Requests are electronically transmitted directly to the holding library. Patrons pick up their filled request at U/CL.

Revised 11/14/01