

LYMAN BEECHER BROOKS LIBRARY’S INTERLIBRARY LOAN POLICY

Policy Title: Interlibrary Loan

Policy Type: Administrative

Policy Number: Administrative Policy 33-02 (2014)

Approved: 01/13/2015

Responsible Office: Dean of Library Services

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: All faculty, staff and students, as well as other borrowing and lending institutions

POLICY STATEMENT

The policy for the Interlibrary Loan Unit at the Lyman Beecher Brooks Library is to provide access to materials not available at Norfolk State University. Cooperative lending and borrowing permits the library to access library collections throughout the world via the OCLC Network and make the Lyman Beecher Brooks Library collection reciprocally accessible.

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DEFINITIONS

Interlibrary Loan: Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

Illiad: Illiad is a resource sharing management software that helps automate the routine lending, borrowing, and document delivery of materials between libraries a

OCLC: The Online Computer Library Center is an organization that “connects libraries in a global network to manage and share the world’s knowledge and to form a community dedicated to the values of librarianship: cooperation, resource sharing and universal access.”

Odyssey: Odyssey is a software that allows sites to send and receive electronic documents to other Odyssey sites, OCLC Illiad sites, and other vendor's software that supports electronic delivery and receiving of documents requested by patrons.

CONTACT(S)

The Dean of Library Services officially interprets this policy. The Dean of Library Services is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to the Dean of Library Services

STAKEHOLDER(S)

The campus stakeholders include administrators, faculty, staff, students and community users of The Lyman Beecher Brooks Library at Norfolk State University. External stakeholders include all VIVA members, and other libraries or library systems which borrow materials from or lend materials to the

INTERLIBRARY LOAN: POLICY CONTENT

Purpose

The purpose for this policy is to ensure that Interlibrary Loan Service is being fully utilized by Norfolk State University faculty, staff and students

Procedures

NSU faculty, staff and currently enrolled students may borrow various formats of materials such as books, articles, DVDs and films by using the ILL service. Library patrons must establish an [ILLIAD interlibrary loan account](#) and fill out ILLIAD request forms linked to the Library's web page to obtain needed materials.

Upon receipt of requested materials, the borrower signs an agreement to:

1. Be responsible for the safe keeping and safe return of the materials. This includes, but is not limited to, returning materials undamaged and unmarked. Any existing marks in a book should be reported at the time the book is picked up.
2. Return materials borrowed by due date requested by the NSU library to comply with the date imposed by lending institution.
3. Abide by the copyright law which governs the use of the type of materials received
4. Interactive forms must be filled in online
5. Abide by restrictions placed on materials by lending libraries, i.e. "for use in the library only".

6. Renewal of items is based on guidelines as determined by the lending institution.

Other libraries may borrow from the NSU library collection as well. All requests for materials must be submitted through a participating library and not the individual user. Books are loaned to other libraries for a period of at least 60 days and may not be renewed for an additional loan period. Photocopies are supplied free of charge, up to 10 pages, to libraries that reciprocate. A fee is charged to all others. Photocopied materials can be transmitted by Odyssey document delivery, e-mail, and Mail.

Lending

Procedures

1. All requests for materials must be submitted through a participating library and not the individual user.
2. Books are loaned to other libraries for a period of at least 60 days and may not be renewed for an additional loan period.
3. Books and articles are provided to borrowing libraries when available using US Mail, or UPS for book delivery, and Article first, fax or e-mail for articles.
4. Photocopies are supplied free of charge, up to 10 pages, to libraries that reciprocate. A fee is charged to all others. Photocopied materials can be transmitted by Article Exchange, e-mail, and mail.
5. NSU does not lend print dissertations, material from the Harrison B. Wilson Archives, CDs and DVDs or microfoms.
6. Materials are loaned in accordance with the Interlibrary Loan Code of the United States and the Viva Interlibrary Loan Guidelines.
7. Class textbooks are not processed through Interlibrary Loan.

Borrowing

Procedures

Procedures vary depending on the medium requested by the user. Books, DVD's and other physical items may only be picked up at the Access Services/Circulation Desk. Articles which are faxed or sent in digital format are delivered electronically through the borrower's Interlibrary Loan account. Faxed items are scanned by ILL in order to provide electronic document delivery. Distance education students in Virginia may use the [VIVA Universal Borrowing Program](#) to borrow books from participating VIVA institutions.

1. NSU patrons and stakeholders must register for a Tipasa account to request interlibrary loans.
2. Fulfillment of requests may vary depending on the medium requested by the user. Books, DVD's and other physical items may only be picked up at the Access Services/Circulation Desk.
3. Articles which are faxed or sent in digital format are delivered electronically through the borrower's Interlibrary Loan account.

4. Faxed items are scanned by ILL in order to provide electronic document delivery.
5. Distance education students in Virginia may use the VIVA Universal Borrowing Program to borrow books from participating VIVA institutions.

General reasons for denial of ILL

1. The book or other material is not available from any lending library. (Each library determines which materials in its collection it will lend.)
2. The book/other material is a textbook for a course.
3. The cost of borrowing the book exceeds the Brooks Library's limit (\$15.00)

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Office of the Provost and Vice President for Academic Affairs will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online [Policy Library](#) within 14 days of Board approval;
3. Post the policy on the Academic Affairs Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content.

Failure to satisfy procedural requirements does not invalidate this policy.

1. Provide this policy to all appropriate external audiences

REVIEW SCHEDULE

List the following:

- **Next Scheduled Review:** 04/29/2021
- **Approval by, date:** President, 01/13/2015
- **Revision History:** *None – New Policy; April 29, 2018*

- Supersedes: *None*

RELATED DOCUMENTS

1. [Interlibrary Loan Code of the United States](#)
2. [RUSA Supplement to the Interlibrary Loan Code of the United States](#)
3. [Viva Interlibrary Loan Guidelines](#)

FORMS

1. [New User Registration For Illiad](#)
2. Other forms are accessible only after registering for a personal Illiad account through OCLC, and logging into that account. These forms include requests for articles, books, book chapters, conference papers, thesis, and other documents (free text).