



## LYMAN BEECHER BROOKS LIBRARY'S INTERLIBRARY LOAN POLICY

<b>Policy Title:</b>	<b>Interlibrary Loan</b>
<b>Policy Type:</b>	Administrative
<b>Policy Number:</b>	Administrative Policy 33-02 (2021)
<b>Approval Date:</b>	11/04/2021
<b>Responsible Office:</b>	Dean of Library Services
<b>Responsible Executive:</b>	Provost and Vice President of Academic Affairs
<b>Applies to:</b>	All faculty, staff, and students as well as other borrowing institutions.

### POLICY STATEMENT

The policy for Interlibrary Loan Unit of 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 to make the Lyman Beecher Brooks Library's collections reciprocally available.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1
Contacts .....	2
Stakeholder(s) (For Administrative Policy).....	2
Policy Contents .....	2
Education and Compliance .....	5
Publication .....	5
Review Schedule.....	5
Related Documents .....	6

### DEFINITIONS

#### Word/Term:

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



## LYMAN BEECHER BROOKS LIBRARY'S INTERLIBRARY LOAN POLICY

**Tipasa** is the cloud-based software which allows the creation of individual accounts to request loans from other libraries at to which the borrowed electronic documents are delivered. Tipasa also allows member libraries to search the holdings of other member libraries.

**OCLC** is a global library cooperative that provides shared technology services, original research and community programs for its membership and the library community at large.

**Article Exchange** is document-sharing site which provides a single, secure location where lending libraries worldwide can place requested documents and library users can retrieve articles or book chapters obtained for them via interlibrary loan. This site adds convenience, security and enhanced copyright compliance to article sharing through interlibrary loan. Article Exchange is accessible to lenders from within the OCLC WorldShare Interlibrary Loan service

### 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 #1 (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. External stakeholders include all VIVA (The Virtual Library of Virginia) members, and other libraries or library systems which borrow materials from or lend materials through the OCLC system.

### 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



## LYMAN BEECHER BROOKS LIBRARY'S INTERLIBRARY LOAN POLICY

as books, articles, and DVDs by using the ILL (Interlibrary Loan) services. Library patrons must establish a Tipasa ILL account and fill out 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 the due date requested by the NSU Library to comply with the date imposed by the 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. The Library will 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 collections. 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 provided free of charge (up to 10 pages) to libraries that reciprocate. A fee is charged to all others. Photocopies may be transmitted by Article Exchange document delivery. E-mail, and mail.

### **Lending**

### **Procedures.**

1. All requests for materials must be submitted through a participating library and not by an 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.
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 also be transmitted by Article Exchange, e-mail, and US Mail.
5. NSU does not lend print dissertations, material from the Herbert A. Marshall or the Harrison B. Wilson collections, CDs, DVDs, microforms, or any special collection.
6. Materials are loaned in accordance with the Interlibrary Loan Code of the United States and with the VIVA Interlibrary Loan Guidelines <https://vivalib.org/va/resourcesharing/ill-guidelines>



## LYMAN BEECHER BROOKS LIBRARY'S INTERLIBRARY LOAN POLICY

7. Class textbooks are not processed through Interlibrary Loans (lending or borrowing).
8. E-books are loaned on a limited basis in accordance with the VIVA Whole E-book Lending guidelines <https://vivalib.org/srch.php?q=e-book+lending>

### General Reasons for Denial of Loans

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 Library's limit (\$15).
4. Patrons may not request more than 5 articles from the same journal which is no more than 5 years old. A large volume of requests for articles should be reported to the Periodicals department for review, since adding a subscription may be a solution to this problem. Potential for use should be discussed with the subject liaison and the department.

### Borrowing

#### Procedures

Procedures vary depending on the medium requested by the users. Books, DVDs and other physical items may only be picked up at the first floor service desk. Articles sent in digital format are delivered electronically to the borrower's Interlibrary loan account. Distance Education students who live in Virginia may use the VIVA Cooperative Borrowing Program to borrow books from participating VIVA libraries.

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, DVDs and other physical items may only be picked up at the Library's first floor service desk.
3. Articles which are sent in digital format are delivered electronically through the borrower's Interlibrary Loan account. Borrowers should be aware that the digital loan has a limited time that it is available, and should access the link or the pdf immediately on notification by e-mail.
4. Articles and book chapters are scanned in order to provide digital copies of the materials.
5. Distance Education students in Virginia may use the VIVA Universal Borrowing Program to borrow books from participating VIVA libraries near them.



## LYMAN BEECHER BROOKS LIBRARY'S INTERLIBRARY LOAN POLICY

### EDUCATION AND COMPLIANCE

The Inter-Library Loan (ILL) supervisor will educate stakeholders by explaining the VIVA Resource Sharing Community policies to borrowers in order to be in compliance with the rules and regulations which guide participating institutions.

Failure to comply with this policy may exclude the University library from smooth participation in interlibrary loans which may disadvantage the University stakeholders from accessing library resources outside the University.

### TITLE: POLICY CONTENTS PUBLICATION

This policy will be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Office of the Provost and Vice President of 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 contents.
5. Provide this policy to all appropriate external audiences.

Failure to satisfy procedural requirements does not invalidate this policy.

### REVIEW SCHEDULE

- Next Scheduled Review: 11/04/2024
- Approval by, date: President, 01/13/2015; 11/04/2021
- Revision History: April 29, 2018; May 20, 2021
- Supersedes: Policy approved 01/13/2015

### RELATED DOCUMENTS

RUSA [ILL Code with Supplement](#)

VIVA Interlibrary Loan Guidelines <https://vivalib.org/va/resourcesharing/ill-guidelines>

VIVA Cooperative Borrowing Program -- <https://vivalib.org/va/resourcesharing/cooperative-borrowing>



NORFOLK STATE  
UNIVERSITY

## LYMAN BEECHER BROOKS LIBRARY'S INTERLIBRARY LOAN POLICY

VIVA Whole E-book Lending guidelines <https://vivalib.org/srch.php?q=e-book+lending>

VTC (Virginia Tidewater Consortium – Libraries Guides <https://guides.lib.odu.edu/vtclibraries>

VIVA Cooperative Borrowing Program -- <https://vivalib.org/va/resourcesharing/cooperative-borrowing>

VIVA Resource Sharing Committee --<https://vivalib.org/va/resourcesharing/committee>

VIVAILL-L -- VIVA ILL listerve -- <https://vivalib.org/va/about/contacts#VIVAILL-L>