

Interlibrary Loan Guidelines for the Northern NY Library Network

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Introduction

The Northern New York Library Network coordinates the sharing of material between libraries in its service area, supporting a core library service and supplying the means by which academic members fulfill the regional sharing terms of the Coordinated Collection Development Aid program.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material, is essential to the vitality of all libraries.

The effectiveness of an interlibrary loan system depends upon participation of libraries of all types and sizes.

These guidelines establish principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests.

1.0 Definitions

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library under a different administration, library system or school district. Intra-library loans (materials loaned within/under the same administration, library system or school district) may not be covered by these Guidelines.

In these Guidelines, "material" may include books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

2.0 Purpose

The purpose of interlibrary loan as defined by these Guidelines is to obtain, upon request of a library user, material not available in the user's local library. Interlibrary loan is primarily intended to provide a requesting individual with a physical loan of a defined duration or a non-returnable copy or scan from another library.

3.0 Scope

These Guidelines regulate the exchange of material between members participating in the regional ILL system provided by the Northern NY Library Network.

4.0 Responsibilities of the Requesting Library

1. Establish or participate within a system's interlibrary borrowing policy, and provide accurate and reliable contact information.
2. Ensure the confidentiality of the library user.
3. Describe completely and accurately the requested material following accepted bibliographic practice.
4. Note any special requirements regarding the format needed, specified shipping address, or use to be made of the material on the request sent to potential supplying libraries.
5. Identify libraries that own the requested material. Recognize that potential supplying libraries will adhere to their local interlibrary loan policies.
6. Comply with U.S copyright law (Title 17, U.S. Code) and be aware of related guidelines for copy requests.
7. Assume responsibility for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, provide compensation or replacement, in accordance with the preference of the supplying library.
8. Pay promptly any replacement or damage fees charged by the supplying library.
9. Honor the due date and enforce any usage restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as four (4) weeks from the date the material arrives at the requesting library. The due date represents the date by which the material is due to be checked in at the requesting library for return to the supplying library.
10. Request a renewal before the item is due whenever possible. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

11. Respond immediately if the supplying library recalls an item. All borrowed material is subject to recall at any time.
12. Package material to prevent damage or loss in shipping and comply with any special instructions stated by the supplying library.
13. Failure to comply with the provisions of these guidelines may cause a supplying library to pursue suspension of service to the requesting library through a process administered by the Northern New York Library Network.

5.0 Responsibilities of the Supplying Library

1. Establish or participate within a system's interlibrary lending policy, and maintain updated contact information.
2. Ensure the confidentiality of the library user.
3. No service fees or overdue fines may be charged to any participating library within the Northern New York Library Network. Bill any replacement or damage fees promptly. Supplying libraries may not send borrowing libraries to any collections service, and supplying library is responsible for any agency fees incurred by erroneously transmitting such accounts to collections.
4. Consider filling all requests for material regardless of format or the collection in which it is housed.
5. Process requests in a timely manner, recognizing the needs of the requesting library and/or the requirements of the resource sharing system being used. If unable to fill a request, respond promptly and state the reason the request cannot be filled.
6. Send sufficient information to identify the particular request when filling or communicating about requests.
7. A due date is defined as four (4) weeks from the date it arrives at the borrowing library unless otherwise noted, and represents the date the material is due to be checked in at the requesting library for return to the supplying library. Indicate any restrictions on the use of the material, and any special return packaging or shipping requirements.
8. Ship material by the fastest method reasonably available to the location specified by the requesting library. Package loaned material to prevent damage or loss.

9. Respond promptly to requests for renewals. If the supplying library does not respond promptly, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.
10. The supplying library may recall loaned material at any time.
11. The supplying library may pursue suspension of service to a requesting library that fails to comply with the provisions of these guidelines by submitting documentation to the Northern New York Library Network of the borrower's violation(s) and their efforts to resolve the conflict directly.