

LRC Interlibrary Borrowing and Lending Policy

LRC Purpose / Mission Statement:

The River Parishes Community College Learning Resource Center (LRC) exists to support the mission and goals of River Parishes Community College. The LRC provides the RPCC community with materials, resources, and instructional services necessary for teaching and learning.

Definition and Purpose of Interlibrary Loan Service

Interlibrary loans are transactions in which library materials are made available by one library to another. The purpose of interlibrary loan is for exchange of resources throughout the state and nation. Resource sharing among libraries is desired and encouraged for mutual benefit. Interlibrary Loan (ILL) service supplements the locally owned resources and provides students and faculty access to a wider range of materials beyond the LRC collection. The LRC seeks to provide ILL service in accordance with the:

Copyright Law of Title 17, U.S. Code
(<http://www.access.gpo.gov/congress/cong013.html>)

National Interlibrary Loan Code for the U.S.
(http://www.ala.org/rusa/stnd_inc.html)

National Commission on New Technological Uses of Copyright Works (CONFU) Guidelines (<http://www.cni.org/docs/info.policies/CONTU.html>)

and

Louisiana Interlibrary Loan Code
(<http://www.selu.edu/orgs/LALINC/RSS/illcode.html>)

BORROWING

ILL service is extended to all RPCC students and faculty. Faculty and students may search any library catalog within the state and nation and initiate a request to borrow materials for research. Other patrons may make requests for ILL materials via the local public library.

Instructors are responsible for assuring students have access to course readings; either through providing students copies in class or by placing the readings on reserve. The LRC will not provide interlibrary loan requests for assigned readings.

RPCC's LRC is a member of OCLC, which allows the library access to more than 2,000 libraries nationwide via national cataloging, interlibrary loan, and title verification records. Using OCLC, LRC staff will process borrowing requests in a timely manner. Steps of the ILL process include: patron requesting materials, LRC staff locating materials and submitting the request to a lending library, lending library issuing and forwarding the materials via appropriate transmission methods either through mail, fax, or electronic transfer. The entire process may take approximately two or three weeks due to location of the lending library, incomplete request forms, and various other factors. It is recommended that patrons make requests for materials at least 14-21 days in advance of needing the materials for effective use of ILL service.

Procedures for Requesting ILL Materials

- Verify that the LRC does not own or have access to the materials sought.
- All ILL requests must be completely filled out.
- One ILL request form per item must be completed.
- ILL forms are available via the LRC web page.
- Submit requests a minimum of 14 days prior to needing the materials.
- ILL requests are limited to a maximum of twenty per person per week.
- Requestor will be notified, when materials arrive. Unclaimed materials will be held at the circulation desk a maximum of 10 days before they are returned to the lending library.
- All materials should be returned to the circulation desk three days prior to the lending library's due date. Renewal requests must be made at least three days prior to the lending library's due date.
- Flagrant violation of ILL policies and procedures will be cause for withdrawal of ILL privileges.
- Any questions concerning ILL requests should be directed to the reference librarian on duty or the librarian responsible for processing ILL requests.

RPCC does not charge qualified patrons for use of ILL service as long as requested items are those directly related to research needs and funds allow. Faculty and students may request materials for purposes other than research for a \$10.00 fee per request (maximum 10 items).

The lending institution's policies are in effect for materials borrowed through ILL. Lending library policies vary as to what resources may be borrowed, length of borrowing period, and fines for overdue items.

Occasionally, materials can only be obtained from an institution or document delivery service that charges a fee for lending materials. RPCC will attempt to supplement these charges as funds allow. However, in some circumstances, the borrower may be asked to pay these fees up to the maximum cost indicated by the patron on the ILL request form.

The patron initiating the request is responsible for adhering to the policies of the lending institution. The borrower is responsible for any charges or fines incurred during an ILL transaction.

Procedure for Recovering Fines and Charges Incurred During an ILL Transaction

Fines owed to a lending institution will be promptly paid by RPCC.

The faculty or student incurring the fine or charge as a result of damage to materials borrowed or violation of the lending library's policies, will then be billed by RPCC Library Services for the total amount of the fine or charge plus an additional \$5.00 service charge.

LENDING

Types of Requests Accepted from Outside Institutions:

RPCC does not charge institutions that have a non-charging policy. However, institutions that do charge ILL service fees will be charged the amount of their service charge. Requests from libraries via OCLC, ALA Form (mail & fax), Ariel are accepted.

Email requests accepted from LaLINC members (must provide complete RPCC call number)

Loan period: Refer to RPCC LRC Circulation Policies

Renewable: Yes (unless otherwise designated or if item has been recalled)

Types of Materials Loaned: Books, Microfilm, Microfiche, Periodical Articles

We reserve the right to refuse any request, which does not comply with any provision of the above codes and guidelines or RPCC's local circulation policies.

Types of Materials Not Loaned: Rare, Reference, Periodicals/Journals, Course Reserves, Audio/Visual, & Frequently Used titles

Photocopies: All requests for photocopies must be accompanied with copyright compliance

Packaging

Materials should be packaged to protect against damage and returned to:

RPCC

Library Services – Interlibrary Loan

Post Office Box 310

7384 John LeBlanc Blvd.

Sorrento, LA 70778

Fines

Institutions borrowing materials from RPCC are responsible for any fines or charges incurred during an ILL transaction including, but not limited to, damage and overdue fines. (For details concerning fines refer to the LRC Circulation policy.)

This policy was approved by the Learning Resources Advisory Committee 8/28/00. Approved by Chancellor's Administrative Staff on 9/29/2000.

Revision approved on 7/19/2001.