

INTERLIBRARY LOAN POLICY

Interlibrary Loan services are a privilege provided to current students, faculty and other employees of Clark College.

Interlibrary Loan (ILL) represents a mutual agreement among libraries to share their resources. Interlibrary Loan enhances the library's ability to provide Clark College students, faculty and other employees with needed materials. The purpose of Interlibrary Loan is to obtain, for educational pursuit with curriculum emphasis, library materials not available at Clark College or Summit Libraries. Clark College Libraries follow U.S. Copyright Law, American Library Association guidelines, local agreements, and regulations of individual lending libraries regarding Interlibrary Loan.

The lending library determines whether a particular item can be provided, the loan period, and the time it takes to process the request. Regional agreements regulating Interlibrary Loan and federal copyright law also place limitations on the types of materials that may be borrowed, as well as the number of articles that can be requested from a particular journal.

Clark College Libraries reserve the right to limit or refuse non-curriculum related requests as workload issues necessitate. Decisions are made at the discretion of the ILL Specialist, Reference Librarians, or the Library Director.

- A maximum of 5 requests per person may be submitted per day, and only 5 per person will be processed per day.
- A current Clark College Libraries card or Clark College photo ID is required to check out ILL materials.
- Patrons with overdue fines or blocks on their library record may not check out ILL materials.
- Community patrons and Corporate & Continuing Education students must use ILL services at their public libraries.
- ILL requests from Mature Learning students must be related to their area of study at Clark College and must be completed on a print form. Download the ILL form [http://www.clark.edu/Library/PDF/ill_form.pdf] or ask for one at the Check Out Desk or Reference Desk.
- Students enrolled only at other institutions must use ILL services from their home institution (for example, EWU students should contact EWU Library ILL Staff [<http://www.ewu.edu/x41235.xml>]).
- Co-admission students see more information on specific ILL services.

Borrower Responsibilities

Patron responsibilities are:

- payment of all applicable charges,
- patron must checkout ILL item(s) with their own library card,
- use loan materials with care,
- return materials by the due date,
- pay any penalties (monetary and/or nonmonetary) for failure to comply with the Clark College Libraries Interlibrary Loan policy.

Patrons are responsible for ILL materials until they are returned in good condition to Cannell Library or Information Commons at Columbia Technology Center (CTC). Materials borrowed via Interlibrary Loan

should not be returned to any other libraries. Any late fines or damage charges resulting from improper return will be assessed to the patron. The maximum number of ILL materials that may be checked out at one time is 15.

Conditions of use are set by the lending library and must be observed by each borrower so as not to jeopardize borrowing privileges for the entire Clark College community. These include special restrictions, such as: *In Library Use Only, Photocopying Not Allowed, and No Renewal.*

Availability of Materials

ILL requests will not be accepted for items currently available for check out at Clark College Libraries. If an item is owned but checked out, patrons can place a hold on it and/or request it through the Summit catalog.

Items found to be available from Summit libraries by ILL staff will be transferred to a Summit borrowing request and will be subject to policies in place for Summit materials [<http://www.clark.edu/Library/About/policies.html#summit>].

Some materials are not available via Interlibrary Loan. Patrons will be notified if a request is unavailable, the material cannot be found as cited, or the material cannot be provided without permission from the copyright owners.

The decision to loan material is at the discretion of the lending library. Most libraries will not ordinarily lend the following types of materials: rare or valuable materials, whole volumes or entire issues of periodicals, VHS tapes, DVDs, CDs, cassettes, records, software, textbooks, and reference materials.

Fees

Whenever possible, Clark College Libraries will obtain materials at no charge to the requester. However, some libraries do charge to send their materials. All fees assessed by the lending library will be charged to the requester. ILL staff will contact patrons to check if they want to pay the fee or cancel their request before item is requested. Patrons must pay ILL fees before such items are checked out to them.

Submission of Requests

Online forms are available on the library web page from the Library Resources menu under the Interlibrary Loan link [<http://www.clark.edu/Library/Resources/ill.html>]. A printed Interlibrary Loan request form can also be obtained at any Clark College Library Reference or Check Out Desk. It is not necessary for requesters to know where a desired item is located.

- For online forms, be sure to fill in all require fields and submit them electronically.
- For paper forms [http://www.clark.edu/Library/PDF/ill_form.pdf], each request must be placed on a separate Interlibrary Loan Request Form and signed.
- Return completed paper forms [http://www.clark.edu/Library/PDF/ill_form.pdf] to the Reference or Checkout Desk.
- All ILL forms must be filled in completely and accurately to be processed.

College Employees Pursuing Advanced Degrees

Clark College Libraries request that Clark College faculty and other employees, who are starting or continuing work toward advanced degrees, please contact one of the Reference Librarians or the Library

Director. Librarians can work with each researcher to ensure services to best meet specific information needs. Patrons in need of numerous interlibrary loan materials should balance their requests between Clark College Libraries ILL services and their degree granting institution.

Turnaround Time

The average time to obtain ILL material is approximately 7-10 working days. Articles generally come sooner than books. Factors influencing the length of time it takes to fill a request are: completeness and accuracy of the information provided by the requester, location and availability of the material, copyright restrictions, type of delivery, and cost limits.

Notification

For articles, patrons will receive notification at their Clark College e-mail account which is provided for all students, faculty and employees of Clark College. This is the only e-mail address that will be used for article arrival notification. E-mail notifications for articles will also contain directions on how to retrieve these documents from an online account on the Ariel server.

For books and audio-visual materials, patrons will be notified by e-mail at the address on file in their library record or by phone if no valid e-mail address is on file.

Pick-Up Locations For Loans

For books and audio-visual materials, patrons have the option of specifying Cannell Library on the main Clark College campus or Information Commons at CTC campus as a pick-up location. Items sent to Information Commons at CTC will experience additional transit days due to processing at Cannell Library prior to shipping to CTC. Patrons can pick up items at Information Commons only during its open hours [<http://www.clark.edu/Library/About/hours.html>], Monday through Thursday.

Renewals and Recalls

Loan duration is specified by the lending library. Requests to renew ILLs should be made at least 3 days prior to the due date by using the contact information on the yellow ILL book strap. Renewals are given at the discretion of the lending library and may not always be possible.

All ILL materials are subject to immediate recall by the lending library. Patrons will be notified when materials are recalled and given a new due date for those items.

Overdues and Penalties

A \$15.00 late fee will be charged per item once a bill has been issued (10 days past due) for overdue ILL materials. This fine will not be waived even when the item has been returned. An additional minimum replacement fee of \$75.00 will be charged for a lost ILL item. All fines assessed by the lending library, including those in excess of the \$75.00 replacement fee and any damage fees, will be passed on to the patron. All borrowing privileges at Clark College Libraries will be suspended, except for class reserves, until all ILL fees have been paid.

Students: Students who do not respond after being notified regarding overdue ILL materials will have overdue holds placed on their grades and transcripts with the college registration and advising offices according to Clark College Libraries Policy for unpaid library fines. Continued failure to respond to overdue and billing notices will result in collection agency referral.

College Employees: Library Director will notify appropriate supervisor if a college employee has

overdues or lost Interlibrary Loan material and does not respond to library notices. Borrowing privileges will be restored when the patron has returned and paid all accrued charges regarding the Interlibrary Loan item. Restrictions may be imposed for repeated infractions by Interlibrary Loan Supervisor or Library Director.

(Revised 4/16/10)