

INTERLIBRARY LOAN REQUEST

Name _____ Phone or E-mail (preferred) _____

Status: EvCC Student ID # _____

EvCC Faculty/Staff/Admin

I understand that articles average 3 days to obtain. Books average 10 days. I have read and will abide by all the guidelines on the back side of this form. **Please Initial:** _____

BOOK REQUEST

Is this book available in our Library Catalog? Yes No

AUTHOR _____

TITLE _____

YEAR _____ Would you accept another year? Yes No

ARTICLE REQUEST or Attach Printout of Citation

Is this magazine/journal available in the Electronic Journals A to Z Title List? Yes No

AUTHOR of Article _____

TITLE of Article _____

JOURNAL / MAGAZINE Title _____

(DO NOT ABBREVIATE TITLE)

Volume _____ Issue _____ Month _____ Day _____ Year _____ Pages _____

Librarian Use:

OCLC # _____ Librarian's Initials _____ Date _____

Staff Use:

REQUEST # _____ Date Sent _____ Initials _____

Received _____ from _____

Patron notified _____ Due date _____ Renewal due date _____

Returned _____ Unclaimed by patron

Notes: _____

INTERLIBRARY LOAN GUIDELINES

What is interlibrary loan?

Interlibrary loan is the borrowing and lending of books and other materials between libraries in response to requests by library users.

When is interlibrary loan used?

Interlibrary loan is used when all of the following conditions apply:

- When the Library –Media Center does not own a requested book or does not subscribe to a requested magazine or journal, and there is no acceptable substitute;
- When such materials are needed for research or serious study – it is not used for recreational fiction;
- When request does not conflict with U.S. copyright laws.

How long does interlibrary loan take?

It depends on the lending library. Books take an average of ten days. Photocopies of articles are much more variable and range from one day to two weeks. They may be e-mailed or mailed to the library.

What is the cost?

The library absorbs the expense (an average of \$15 per item) of interlibrary loan. While there is no cost to requesters to use the service, requesters are responsible for the replacement cost (plus any processing fees) of interlibrary loan items that are not returned by their due date.

How long may I keep my interlibrary loaned materials?

Books: The lending library sets the loan period. Most libraries will allow renewals.

Articles: There are usually photocopies and are yours to keep.

Is there a limit on the number of interlibrary loan requests?

Yes. The limit is five unfilled loan requests at any one time.

How do I initiate an interlibrary loan request?

Fill out the reverse side of this form and give it to a Reference Librarian. The Librarian will check your request and approve it, if it meets the criteria listed above.

How will I know when the material is available?

You will be notified by phone or email. Requested materials are held at the Check-out Desk. Return books to the Check-out Desk.

Please pick up and return your interlibrary loan materials in a timely manner. Due to the expense of interlibrary loan and because it is a courtesy extended from one library to another, requesters who fail to pick up their materials, or are tardy in returning them, may be denied future service.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.