



<b>SUBJECT:</b>  <b>Interlibrary Loan (Library)</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  01-2-007
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Librarian/Library Staff	

**I. Purpose and statement of operational policy underlying the procedure.**

Interlibrary Loan is offered to faculty staff, administrators and students to lend and borrower books and articles from other libraries.

**II. Applicability/Scope**

Students, faculty, administrators and staff.

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
Users	Request service from the Circulation Desk.	On-going
Librarian	Review request and borrow book or article from a participating ILL institution.	Assigned dates for each semester.
Users	Pay charges for the items borrowed or printed.	On-going
Users	Notify users immediately to pick-up and charge items from the Circulation Desk.	On-going
Users	Return and pay fines incurred for lost, mutilated, or delinquent materials.	On-going
Librarian	Return items lending institution.	Date item is returned.
Librarian	Maintain ILL statistics	Annually

### IV. Related policies/References for more information

See Library Handbook

Authorizing Official: <u>Barbara J. Frank</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	