

## **Spoon River College Interlibrary Loan Policy**

### **Definition:**

Interlibrary Loan is the process by which a specific library item, or a copy thereof, is made available by one library to another library upon request.

### **Purpose:**

Interlibrary Loan services support the mission of the Spoon River College Learning Resource Center by providing, for research and serious study, enhanced access to scholarly materials that are not available because they are outside the scope of the Library's collection. Interlibrary Loan is a supplement to, not a substitute for, appropriate collection development.

### **Reciprocal Agreements:**

The SRC Learning Resource Center follows the American Library Association's Interlibrary Loan Code of the United States and the ILLINET Interlibrary Loan Code for the state of Illinois.

### **Confidentiality:**

SRC Learning Resource Center staff adhere to the American Library Association's Code of Ethics which states "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

### **SRC Patron Responsibility:**

#### A.) Damaged or Lost materials:

- Patrons are responsible for the care of the materials borrowed through ILL.
- If a book is damaged or lost, then the patron is responsible for paying all fees for repair or replacement.
- The lost item fee may include the cost of the book, plus a \$15.00 processing fee.
- Non-payment of fees will result in a hold on the patron's account.

#### B.) Overdue items:

- If a book goes past the due date, a late fee may be charged by the lending library.
- The patron will be responsible for paying all fees accrued.
- Non-payment will result in a hold on the patron's account.
- If a book is 30 days or more overdue, the lending library may send a lost item invoice. The lost item fee may include the cost of the book, plus a \$15.00 processing fee.
- Non-payment of fees will result in a hold on the patron's account.

#### C.) Recalled books:

- Lending libraries may shorten the lending period without advance notice.
- These books must be returned immediately.
- Patrons will receive an email stating the revised due date.

## **COPYRIGHT RESTRICTIONS**

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

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified 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 for purposes 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.