

## **08:03:02:00 DSCC Interlibrary Loan Policy**

### **Purpose:**

The purpose of this policy is to specify a plan of action to be followed regarding the borrowing and lending of requested materials by the DSCC Learning Resources Centers.

### **Scope:**

The scope of this policy is applicable to items either borrowed for users of the DSCC LRCs or loaned from the DSCC LRCs to users of other libraries.

### **Policy:**

In both lending and borrowing of resources, all applicable copyright laws will be adhered to by Dyersburg State Community College and the LRCs.

### **Borrowing**

The requestor will provide as much information as possible about the resources when requesting interlibrary loans. Student requests for materials for interlibrary loan are limited to 3 requests per week. Service to students may be limited due to the undergraduate policies of lending institutions. Students pay any fees charged by lending institutions for interlibrary loans. Community borrowers may request up to 3 interlibrary loans per week. Service to community borrowers may be limited by the policies of lending institutions. Community borrowers pay any fees charged by lender.

All policies of the lending institution must be followed. If the designated borrower violates these policies, Dyersburg State Community College could lose its borrowing privileges from the lending institution.

Any interlibrary loan costs must be paid by the requestor. The LRC will pay for interlibrary loan requests if the article is to be put on reserve in the LRC for student use.

The costs of interlibrary loan vary and are usually postage and/or duplicating costs. However, some libraries charge a handling fee. Every attempt will be made to borrow materials from institutions which offer the least expensive ILL service or no fees at all.

## **Lending**

Books and photocopied journal articles will be loaned to other institutions upon request. Dyersburg State Community College will not loan media, electronic resources, or resources from any reserved or other special collection. DSCC also reserves the right not to loan any item if in local demand. The loan period for DSCC items is four weeks from the sent date. Articles will be copied and sent at the following rates:

Telefacsimile \$.50 per page

Photocopies \$.15 per page

Dyersburg State Community College will bear postage charges.

There will be no charges to reciprocating ILL institutions.

## **Compliance:**

All DSCC employees must adhere to this policy.

## **Definitions:**

**ILL:** The process of interlibrary loan.

## **Revision History:**

Revised: November 11, 2004

Revised June 22, 2014 Policy approved by Administrative Council on 06/25/2014