

# Augusta University

## Policy Library

### Interlibrary Loan Policy

**Policy Owner:** Library

#### **POLICY STATEMENT**

Interlibrary loan is a service provided by Augusta University Libraries in support of scholarly research. This policy defines what is covered by the service, which users are eligible to receive the service, and the means and conditions under which resources are delivered.

Procedures must be in place to document the circumstances under which library materials (e.g., books, journals/journal articles, and audiovisual materials) that are not readily available in the collections of the Augusta University Libraries may be made available to eligible members of the Augusta University community through interlibrary borrowing. Conditions of the service are set by the Interlibrary Loan Code of the American Library Association, by the regulations of individual lending libraries, and by Copyright Law (Title 17, US Code)

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### **DEFINITIONS**

**Interlibrary Loan:** A system by which one library obtains materials for a user by borrowing it from another library, and in turn lends to other libraries.

**Document Delivery:** Digital delivery of scanned articles from the library's collection.

#### **PROCESS & PROCEDURES**

- Borrower is responsible for requesting material, returning original material by the assigned due date to the appropriate library and payment of any applicable fees for a completed request.
- Interlibrary Loan Department is responsible for processing all incoming interlibrary loan and document delivery requests.
- Lending Library is responsible for accepting requests and sending requested material to the appropriate requesting library.

The specific processes, procedures and fees associated with requesting materials through Interlibrary Loan are locally determined individually by each of the Augusta University Libraries and may vary from library to library.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 492

**Policy Sponsor:** VP for Academic & Faculty Affairs

**Originally Issued:** Not Set

**Last Revision:** 06/22/2017

**Last Review:** 07/06/2017

**Greenblatt Library:** For further information on the Greenblatt Library Interlibrary Loan procedures, or to request materials through the Greenblatt Library Interlibrary Loan Department, click here:

- <http://www.augusta.edu/library/greenblatt/services/docdel/>

**Reese Library:** For further information on the Reese Library Interlibrary Loan procedures, or to request materials through the Reese Library Interlibrary Loan Department, click here:

- <https://aug.illiad.oclc.org/illiad/logon.html>

## **REFERENCES & SUPPORTING DOCUMENTS**

Intentionally left blank.

## **RELATED POLICIES**

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## **APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 07/06/2017