Policy Name: Interlibrary Loan

Policy Number: 4.11.1

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/26/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): The purpose of Interlibrary Loan Services (ILL) is to supplement local library resources by providing access to materials not available in the Ralph W. Steen Library collection.

Reason for the addition, revision, or deletion (check all that apply):
- [ ] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include basic edits for clarification purposes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Interlibrary Loan Services

Original Implementation: March, 1985
Last Revision: January 26, 2016

The Interlibrary Loan Services (ILL) supplements local library resources by providing access to materials not available in the Ralph W. Steen Library collection. The following statements regulate ILL activities.

ILL borrowing is extended to faculty, staff and students of Stephen F. Austin State University (SFA). Patrons must exhaust the limits of the Steen collection before requesting ILL services.

Faculty members and students may request materials related to their own scholarly research or to course-related subject matter. Occasionally, service is available to library users not affiliated with SFA, subject to the discretion of the library director.

Requests should be submitted to Interlibrary Loan Services through the library’s website.

All conditions of use imposed by the lending library on items borrowed are to be strictly observed. Abuse of ILL regulations may result in the forfeiture of ILL borrowing privileges. (Examples: taking Library Use Only material out of the library, disregarding loan restrictions, repeated failure to return material by due date.) ILL service may be refused to any patron whose Steen Library borrowing privileges are blocked.

The library reserves the right to refuse any ILL request if fulfillment of the request would violate copyright laws. Steen Library abides by state and the National ILL Codes, which regulates the exchange of material between libraries in the U.S., and maintains such records of ILL transactions as required by law the university’s records retention schedule.

Cross Reference: None

U.S. Copyright Law (Title 17, U.S. Code, Section 108); National Interlibrary Loan Code

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Library Director

Forms:
Board Committee Assignment: Academic and Student Affairs