

# Brother Edmond Drouin Library Walsh University

## Policy 12: Interlibrary loan

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### 1.0 PURPOSE

This policy details proper procedures for initiating loans of materials by Walsh University students and faculty from libraries outside the OPAL and OhioLINK consortia, and responsibilities borrowers have regarding those materials. It also details the library's request for materials from libraries outside OhioLINK.

### 2.0 ELIGIBLE BORROWERS

Walsh University faculty, staff and students may request books, articles and media from other libraries using the appropriate online form. Interlibrary loan is not available for affiliate and community borrowers, including alumni.

### 3.0 BOOK and MEDIA REQUESTS

- 3.1 Books and media available from OPAL/OhioLINK libraries should be requested from them using the OPAL or OhioLINK catalogs' request systems' online form.
- 3.2 The Online interlibrary loan request form at <http://library.walsh.edu/interlibrary-page.htm> is used for items not available from OPAL/OhioLINK libraries
- 3.3 WorldCat (accessible from the library home page <http://library.walsh.edu> > Find books > WorldCat) can help find items
- 3.4 There is no charge for borrowing books or media

### 4.0 JOURNAL ARTICLE REQUESTS

- 4.1 A "JOURNAL FINDER" link on the library home page enables users to locate materials in full-text databases or in the Walsh University on-site collection. Requests for articles available online or in the library will be returned to the requestor with information about local holdings.
- 4.2 For general articles, an online interlibrary loan request form is at <http://library.walsh.edu/interlibrary-page.htm>
- 4.3 For articles in the health sciences, users may use the request function in the PubMed system linked from the library home page. Users must create an account using the Walsh University LIBID (Library ID). Information is available from the library on setting up this account.
- 4.4 There is no charge for receiving articles.

## 5.0 RECEIVING NOTICE

- 5.1 When an item arrives, the borrower will receive notice at his Walsh-assigned e-mail address.
- 5.2 Books and media items will be held at the checkout desk for ten days. Articles will be scanned and e-mailed to the requestor. If an e-mail address is not available, articles will be held until the end of the semester.

## 6.0 PICKUP AND SHIPPING

- 6.1 Requests are to be picked up at the checkout desk in person. Faculty may authorize an assistant to pick up an item if they call immediately in advance to inform the library of this.
- 6.2 If an item is not picked up within ten days, it will be returned to the lending institution. Articles will be held until the end of the semester.
- 6.3 Books and A-V materials are not mailed to students and faculty attending the North Canton campus.
- 6.4 Articles may be faxed to the requestor upon request.
- 6.5 For students and faculty not attending the North Canton campus, books, A-V materials and articles are shipped to their home or work address with return shipping prepaid.

## 7.0 LOAN PERIOD

- 7.1 The loan period for books and media items is set by the lending institution and will be communicated upon pickup.
- 7.2 Copies of articles are the patron's to keep
- 7.3 Interlibrary loan books and media are subject to recall by the lending library. Renewals may be blocked and an earlier due date may be established for an item

## 8.0 RENEWALS

- 8.1 Requests for interlibrary loan renewals must be made before the due date
- 8.2 Renewal requests may be made by e-mail ([library@walsh.edu](mailto:library@walsh.edu)) phone (330) 490-7185 or fax (330) 490-7270. The following information is required: Name, Interlibrary Loan #, Contact info, and due date requested.
- 8.3 Renewals are not automatic. Patrons will be notified if renewal requests are granted or denied.
- 8.4 If a renewal is not granted and an item goes overdue, normal fines (see below) will apply.

## 9.0 FINES AND FEES

- 9.1 There are no fees for receiving books, media or articles on interlibrary loan, and no charges for delivery
- 9.2 Overdue fines are \$0.50 per day per item
- 9.3 The fine for failure to return a recalled item is \$2.00 per day beginning eight days after the notice is printed.
- 9.4 Failure to return an interlibrary loan item within 30 days of the due date will result in a \$125.00 billing for its replacement: \$75.00 for the item and a \$50.00 billing fee.
- 9.5 If an item is returned after billing, it will be charged at only the \$50.00 billing fee.
- 9.6 If a patron wishes to contest a fine, a "Fine Appeal Form" is available.

## 10.0 INTERLIBRARY LOAN TO OTHER LIBRARIES

10.1 The Walsh University Library accepts requests for ILL from other libraries via OCLC, Docline, fax and mail.

10.2 The Walsh University Library sends books, articles and AV items to other libraries in response to their interlibrary loan requests. The following chart describes fees, loan periods and renewal information:

	Books*	Articles	AV*
Cost: Reciprocal Libraries	Free	Free	free
Cost: Non-Reciprocal IFM	\$10	\$10	\$10
Cost: Non-Reciprocal non-IFM	\$15	\$15	\$15
Loan Period	30 days	Non-returned	7 days
Renewals	1	N.A.	1
Note		Copyright adherence	

\* Books and AV items with a high probability of use during the current academic term will not be lent.

#### 11.0 REVISION HISTORY

Approved: Library Staff, February 2, 2005

Approved: Committee on the Library, February 9, 2005