**Interlibrary Loan Policies**

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**Mission of the Interlibrary Loan Department**

 The mission of the Interlibrary Loan Department (ILL) is to locate and acquire, whenever possible, materials not owned by Livingstone College for the educational and research needs of the College community. This may include, but is not limited to, books, journal articles, documents, and audio-visual materials. The ILL department is also responsible for the lending of material owned by Livingstone College to other institutions when the requests fall into the guidelines.

**Purpose of the Interlibrary Loan Guidelines**

 The purpose of this statement is to describe the services and resources which are offered by the department, to set standards and guidelines for service, to provide guidance for those working in the ILL department, and to serve as a source of policy information for potential borrowing institutions.

**Policies**

1. The library provides ILL services to all Livingstone College students, faculty, and staff with current accounts. Non-affiliated patrons will be directed to their local institution for initiating ILL requests.

Students are encouraged to exhaust resources available at Livingstone College before requesting materials via interlibrary loan due to the time constraints of their assignments and the length of time it may take to obtain materials through ILL.

**Community Borrowers** are not eligible to use the Interlibrary Loan Service.

1. Patrons must submit interlibrary loan requests by filling out the google form under the Library Resources tab or email requests with complete information to jcockerl@livngstone.edu
* ILL staff requires a complete and accurate bibliographic description of the requested material.
* Abbreviations are not accepted.
* Patrons are required to provide a valid email address, preferably a Livingstone College email address.
* By submitting the request, the patron is indicating that they have read and understood the copyright compliance statement.
1. All copies (articles, etc.) will be delivered electronically when possible. All physical items (books, videos, etc.) will be held at the Circulation Desk, or by Mr. Cockerl. The patron must show a valid Livingstone College ID in order to pick up the material.

Patrons will be notified when items have arrived via email and/or telephone.

If materials are not claimed within five (5) days of the notification, ILL staff will contact the patron a second time. It is the responsibility of the patron to check for arrivals. If the item is not picked up on time, the patron has lost that time with the item. Since renewals are at the discretion of the lending institution, a renewal cannot be guaranteed.

1. To request a renewal please contact Reference and Instruction Librarian Jeffrey Cockerl by email or phone at jcockerl@livingstone.edu or (704) 216-6330
2. Most lending institutions do not fine overdue patrons, but it is still your responsibility to submit a request to renew the item(s) if needed for an extended time period. This request is determined by the lending institution and not Andrew Carnegie Library. This provision is applicable to all individuals using the Interlibrary Loan services.

General Information

1. Andrew Carnegie Library does not accept the following types of interlibrary loan requests:
* Materials owned by Andrew Carnegie Library unless officially declared lost
* Material needed for reserve use (copyright violation)
* Materials recently borrowed and returned for the same individual
* Requests that do not comply with Copyright Law and its guidelines
* Requests that contain incomplete or incorrect citations
1. Because most libraries will not lend the following types of material, Andrew Carnegie Library has difficulty borrowing these items:
* Rare and valuable materials; including manuscripts
* High Demand Material (best sellers, newly published, textbooks, etc.)
* Reference books, audiovisual materials, and genealogy works
* Bulky or fragile materials
* Media and test materials

\*(Please Note that if scanning/copying of materials is allowed lending institutions may charge an additional fee for a physical copy. This is the responsibility of the borrowing patron and not Andrew Carnegie Library)

1. Interlibrary Loan materials may take 1 – 3 weeks to arrive, dependent upon the lending library.

For additional information, pleases contact Jeffrey Cockerl at jcockerl@livingstone.edu or (704)216-6330