



LOUISIANA STATE UNIVERSITY

LSU Libraries

Office of the Dean of Libraries

Library Policy Memorandum 15
Approved by Dean's Council July 2, 2001
Approved by Dean's Council August 1, 2007

Subject: Policies for Interlibrary Borrowing

Purpose: To detail the policies for obtaining for library clientele returnable and nonreturnable materials from other libraries and suppliers which are not accessible in The LSU Libraries.

Interlibrary Borrowing (ILB) Policies

Introduction

The interlibrary borrowing and lending of materials is a courtesy service between libraries. These services extend access to information through shared resources. Through this service, the LSU Libraries assists University faculty, staff and students in meeting their research needs by obtaining items, not owned locally, from other libraries and commercial document suppliers. Because the borrowing/lending/photocopying of materials is provided only as a courtesy by libraries, participating libraries must adhere to the restrictions placed on materials by supplying libraries.

Materials obtained on interlibrary loan are for the exclusive use of the individual signing the request form; they become the borrower's responsibility from the time of receipt until materials are returned to the ILB Office. The individual borrower is responsible for any infringement of the Copyright Law regarding materials on loan from other libraries. The abuse of ILB policies can result in the loss of borrowing privileges.

The following policies define the availability of ILB Services regarding eligible users, the scope of materials accessible via ILB, requesting protocols, and responsibilities for fees. Procedures for initiating requests follow the policies.

Policies

Eligibility

1. The ILB service supports LSU faculty, staff and registered students engaged in research projects.
2. Interlibrary borrowing privileges are not extended to other classes of library patrons.

Scope of Materials Acquired through ILB

1. Materials available in the LSU Libraries may not generally be ordered on Interlibrary Loan.
2. Materials not accessible at LSU that may be obtained from other libraries include:
 - a. Titles in general circulation collections (monographs, technical reports, positive microforms, government documents, etc.);
 - b. Thesis/dissertations when copies are not accessible via the internet and circulating copies are available. When an electronic or circulating copy is not available, purchase can usually be made by the individual from the commercial vendors (University Microfilms, etc.);
 - c. Photocopies of journal articles not accessible in the library or via Ingenta. Entire issues of journals generally are not available on loan.

ILB Requests Parameters

1. There are no limits to the total number of items that an individual may request through ILB as long as that option is not abused and requests adhere to U.S. Copyright Laws. However, we ask patrons to space out requests and submit a maximum of eight a day to enable the staff to process them expeditiously.
2. The LSU Libraries can order only five articles per year from a single journal title for all users according to current copyright practice. Additional copies from the same title must be purchased from commercial document supply services, (e.g. Ingenta) which charge processing and copyright fees.
3. Researchers who need to make extensive use of the borrowing service should meet with the ILB Borrowing Supervisor in advance to formulate a plan to facilitate the process.
4. Rush requests will be accepted but may carry fees imposed by supplying libraries. All requestors will be expected to pay "rush fees" when imposed by other libraries.

Borrowing Fees

1. Fees are charged for most ILL transactions by lending libraries and commercial document suppliers except in cases where the LSU Libraries has entered into reciprocal ILL agreements.
2. ILL fees will be subsidized by the library except in the following instances:
 - a. The borrowing/copyright fee for a single request exceeding \$45;
 - b. Rush order fees;
 - c. Fees resulting from the late return, loss or mutilation of borrowed materials by patron;
 - d. Ingenta charges incurred after a warning letter has been sent regarding duplicate requests and/or excessive use of document delivery.
3. Requestors will be billed for fees not subsidized by the library
4. Every effort is made to acquire materials at no charge when possible.
5. Extensive research projects necessitating heavy use of ILB may require that the library and researcher share responsibilities for charges incurred. Arrangements need to be negotiated in instances where costs can be sizable.
6. Interlibrary borrowing privileges will be suspended if fees are not paid.