

**Southeastern Pennsylvania Theological Library Association
Interlibrary Loan Policy Statement**

1.0. Definitions

- 1.1. An interlibrary loan is a transaction in which library material, or a photocopy of the material, is made available by one library to another upon request from a borrowing library.
- 1.2. "Library" is understood as any institutional member of the Southeastern Pennsylvania Theological Library Association (SEPTLA).

2.0. Purpose

- 2.1. The purpose of interlibrary loan as defined in this policy is to obtain material not available in the borrowing library. This policy is not to be construed as replacing in any way the Direct Borrowing Agreement in force among SEPTLA libraries, nor can it substitute for the development of adequate collections based on the needs of individual libraries.

3.0. Scope

- 3.1. Under the terms of this policy, any type of library material may be requested from another library. The lending library retains the right to decide in each case whether a particular item should or should not be provided, and whether the original or a photocopy should be sent.
- 3.2. Borrowing libraries should exercise discretion and restraint in requesting such materials as: items in recurring demand in their own libraries; rare materials; large numbers of items and/or photocopies for one person at any one time from a single library.

4.0. Responsibilities

- 4.1. Borrowing libraries should utilize their own resources fully before requesting interlibrary loans. Interlibrary loan must be used in conjunction with a coherent collection policy which reflects the individual library's mission and program.
- 4.2. The borrowing library shall supply complete bibliographic information and verification, and shall use relevant interlibrary loan documents, aids, and the standard ILL formats when preparing its requests, e.g. ALA or OCLC formats.
- 4.3. A borrowing library shall make every effort to verify that the lending library does indeed own the material requested, and shall specify if it is unable to verify.
- 4.4. Telephone and electronic mail inquiries shall be limited to verification of ownership, citations, availability, and requests on a rush basis.
- 4.5. Response to requests for FAX copies may be limited by the lending library.
- 4.6. Borrowing libraries should inform their users of the purposes of interlibrary loan and of the library's interlibrary borrowing policy, including the eligibility of patrons for the service.
- 4.7. Unless specifically forbidden by the lending library, a photocopy of the original may be made, provided it is in accordance with copyright law and there is no damage to the original.
- 4.8. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code or applicable law) and its accompanying guidelines, and should inform its users of the applicability of the law. An indication of compliance must be provided with all photocopy requests.

4.9. The safety of borrowed materials is the responsibility of the lending library until the materials are received at the borrowing library. Upon receipt of the materials, the borrowing library assumes responsibility until the materials are received back at the lending library. The borrowing library must conform to any packing instructions requested by the lending library. If the material is damaged or lost during its period of responsibility, the borrowing library should normally meet costs of repair or replacement in accordance with the preferences of the lending library.

4.10. The borrowing library and its users must comply with the conditions of the loan established by the lending library, especially the due date.

4.11. The borrowing library shall respond promptly to any recall requests.

4.12. Borrowing libraries shall suggest travel to other libraries for on-site access to materials when extensive use of a collection is required or when the nature of the material requires special handling,

4.13. Borrowing libraries should carefully screen all requests for loans and reject any that do not conform to this policy.

4.14. Borrowing libraries should distribute loan requests as evenly as possible by whatever means are deemed appropriate, e.g. consideration of smaller libraries (normally net borrowers) for more common items and larger libraries (normally net lenders) for those items which only they can provide.

5.0. Responsibilities of Lending Libraries

5.1. Requests from borrowing libraries should receive prompt response.

5.2. Each library shall interpret its own lending policies as generously as possible, with due consideration for the interest of its primary clientele.

5.3. Lending libraries should make a reasonable effort to assist borrowing libraries even when those libraries' requests cannot be filled, regardless of the reason. Such assistance may include referral or provision of technical information pertaining to the request.

5.4. The lending library shall state clearly the conditions of the loan.

5.5. A lending library shall inform any borrowing library of its apparent failure to follow the provisions of this policy.

5.6. A lending library shall provide a copy of the interlibrary loan request with the material when it is sent.

5.7. The lending library shall exercise full care that materials are properly packed when shipping. Packing and delivery instructions for the return of the material shall be stated clearly.

5.8. A lending library shall supply a statement of its interlibrary loan policy and charges upon request. Such information shall be kept current.

5.9. Lending libraries agree to fill requests without regard to the status of the individual for whom the request is being made except when legal restrictions may dictate otherwise.

6.0. Expenses

6.1. Lending libraries shall normally make no charge for lending and/or photocopying items.

6.2. If in a particular instance a charge must be made advance notification shall be provided along with a brief explanation.

7.0. Duration of Loan

7.1. The duration of the loan is determined by the lending library. Renewal requests will be limited to unusual circumstances, and must reach the lending library no later than the

original due date. Extending renewal privileges will be at the discretion of the lending library.

8.0. Violation of Policy

8.1. Each library is responsible for maintaining the provisions of the policy in good faith.

9.0. Review of Policy

9.1. This policy governing interlibrary loan shall be reviewed at least every five (5) years by the SEPTLA Executive Committee.

Revised & Approved May 21, 2008

