

# Yavapai College Library Interlibrary Loan Policy

*Revised February 2, 2021*

## **POLICY**

Definition: "Interlibrary loan is the process by which a library requests material from, or supplies material to, another library" for the use of an individual. (Interlibrary Loan Code for the United States by the American Library Association, revised in 2016)

The authority used by this library is the ILC (see above). The code states, in section 2.0, "Interlibrary loan (ILL) is intended to complement rather than to substitute for good library collections built and managed to meet the routine needs of local library users."

### 1. Borrowing Policy

- A. Any material may be requested for loan or duplication from another library in accordance with the lending policy of that library and the United States copyright laws.
- B. Most libraries will not ordinarily lend the following types of materials:
  - i. Current bestsellers and materials published with the past six months.
  - ii. Materials for class, reserve, or other group use.
  - iii. Rare or valuable material, including manuscripts.
  - iv. Bulky or fragile materials which are difficult or expensive to ship.
  - v. Material with local circulation restrictions; for example: reserve, reference, genealogy, and audio-visual materials.
  - vi. Unique material that would be difficult or impossible to replace.
  - vii. E-serial photocopies/scans
- C. Yavapai College Library patrons can submit an ILL request through our online ILL request form.
- D. Yavapai College Library patrons must be in good standing, as stated in the Fines & Fees Policy and Procedures, and community patrons must have their home library set to YCP or YCV.
- E. A maximum of 5 requests in the queue will be processed for one person at a time.
  - i. Additional requests should be prioritized. These requests will be processed as time permits.
  - ii. Article requests will be emailed to patrons when possible.
- F. The loan period shall be determined by the policy of the lending library and shall include an allowance for time in transit.
- G. Up to five article copies, published within the last 5 years, may be requested from a single periodical title in one calendar year by our patrons under the ILL provision (referred to as part of the "rule of five"). If we get more than 5 requests in a calendar year, we will evaluate purchasing the periodical subscription.

- H. The Library will attempt to utilize non-fee based libraries whenever possible.
  - i. In the event that a request must be made to a library that charges a fee, the patron will be contacted prior to processing the request to determine if they are willing to pay the fee.
  - ii. The library is unable to pay borrowing fees for patrons.
- I. Materials borrowed through ILL must be returned to the library where the request originated.

## 2. Lending Policy

- A. Yavapai College Library will lend to other libraries subject to the following rules:
  - i. Requests for photocopies/scans will conform to U.S. copyright law and database license agreements. Only 3 of our databases currently allow photocopies/scans to be sent – JSTOR, American Chemical Society, and Pubmed Central.
  - ii. Yavapai College will not loan the following materials:
    - a) High demand items purchased within the previous six months or needed for program accreditation.
    - b) Periodicals, microform, reserve, and reference materials.
    - c) When possible photocopies of these items will be made available.
    - d) Bulky, fragile and rare materials.
    - e) Maps and archive materials
- B. The lending period will be 6 weeks, plus transit time of 1 week for Arizona libraries, 2 weeks for out-of-state libraries, and 3 weeks for international libraries. Lending period can be extended under extenuating circumstances such as a pandemic.
- C. Material may be renewed at the discretion of ILL staff if there is no hold on the item.
- D. Yavapai College Library will not charge for routine ILL services.
- E. The borrowing library will receive an invoice 3 months past the due date and is responsible for replacement of lost or damaged items in accordance with the Interlibrary Loan Code for the United States, 2016 and YC's Fines & Fees Policy and Procedures. Libraries in violation of the Fines & Fees Policy and Procedures will lose their borrowing privileges.
- F. Y.C. Library accepts on-line requests from other libraries through OCLC. Requests not generated through OCLC can be sent via email.