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## Document Delivery & Interlibrary Loan

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University Library Policy

# Document Delivery & Interlibrary Loan

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## **Effective Date**

Fall 2020

## **Last Revision Date**

NA

## **Responsible Party**

Access Services

## **Scope and Audience**

Xavier University faculty, staff, and students

## **Additional Authority**

Head of Collection Resources, Collection Resources Librarian, System & Technology Librarian

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## **1. Policy Purpose**

The purpose of the Document Delivery & Interlibrary Loan Policy is to provide guidelines on the eligibility and responsibilities of users of this service and to ensure that the process of requesting and receiving items is understood.

## 2. Policy Statement

The University Library supports the learning, research, and teaching needs of the Xavier community, and provides access to materials not held in the Library through the Document Delivery and Interlibrary Loan services.

## 3. Definitions

**Document Delivery** is a service that allows Xavier faculty, staff, and students to obtain book chapters, journal articles, and newspaper articles that are not found in the University Library Collection.

**Interlibrary Loan** is a service that allows Xavier faculty, staff, and students to borrow books that are not found in the University Library Collection from other institutions. It is also used to lend books in our collection to users from partnering institutions.

## 4. Responsibilities and Procedures

### 4.1 General Information

The University Library will not borrow textbooks used for current classes, rare or valuable material, audiovisual material, multimedia material, reference material, or periodicals.

The University Library will request 1-2 chapters from a book to be scanned. When more than two chapters are requested, the Library will request the book be borrowed as an Interlibrary Loan to comply with copyright law.

### 4.2 Eligibility

#### 4.2.1 Faculty, Researchers, and Staff

There is no limit for Interlibrary Loan or Document Delivery requests. Requests should be spaced out to allow staff time to process requests.

Large or complex requests that our electronic request form does not accommodate must be submitted directly via email.

Materials with 3 or more requests in a 45 day period will be referred to the Collection Resources Team for purchase.

#### 4.2.2 Undergraduates and Graduates

Undergraduates and Graduates may have a total of 10 items checked out, including Interlibrary Loan items.

Requested materials that are not available through the Document Delivery or Interlibrary Loan service will be referred to the relevant Library Subject Liaison for follow-up.

### 4.3 User Responsibilities

Materials requested through Interlibrary Loan are to be used solely by the user who had submitted the request.

Users are responsible for returning Interlibrary Loan materials to the University Library. Materials borrowed must be returned undamaged. Users will be held liable for any returned materials that are damaged.

The individual user is responsible for any infringement of the Copyright Law regarding materials on loan from other libraries.

#### 4.3.1 Submitting a Request

Before submitting a request on the appropriate form, users are to check that the requested material is not already available in the University Library Collection.

[Document Delivery Request Form](#).

[Interlibrary Loan Request Form](#)

#### 4.3.2 Renewing/Returning Interlibrary Loan books

Some materials are eligible for renewal with the consent of the lending library. Renewal requests must be submitted 5 days before the due date. Items that are not renewable will be noted on the ILL label.

Interlibrary Loan materials must be returned to the book drop located at the front entrance of the University Library on or before the due date.

#### 4.4 Processing Times

Requests are processed Monday - Friday between 9 am - 4 pm. The processing time of requests varies based on the availability of the material.

Document Delivery requests are delivered electronically to the email address provided in the request form. Completed Interlibrary Loan requests will be available for pick-up on the second floor of the University Library. Emails notifications are sent to users whose request requires more than the allotted processing time.

Item Type	Average Processing Time
Journal Article	24 hours
Newspaper Article	24 - 48 hours
Book Chapter	24 - 48 hours
Book	7-14 days

#### 5. Forms

[Document Delivery Request Form.](#)

[Interlibrary Loan Request Form](#)

#### 6. Related Information

University Library Circulation Policy

[US Copyright Law - Title 17 US Code § 108 \(g\)\(2\)](#)

[Interlibrary Loan Code for the United States | Reference & User Services Association \(RUSA\)](#)

## Document History

*(This is added after a policy has been approved)*

<b>Revision No.</b>	<b>Effective Date</b>	<b>Description</b>