

Interlibrary Loan (ILL) Borrowing & Lending Policy & Procedures

CWUP 5-120-080 Interlibrary Loan (ILL)

Borrowing:

The Interlibrary Loan (ILL) borrowing is a service provided to address the research needs of Central Washington University (CWU) users.

These include:

- Students
- Faculty
- Staff
- Emeritus Faculty
- Distinguished Service
- Alumni Association Members (Must pay all costs associated with item retrieval)
- Community Borrowers

This service allows access to materials needed for research that are not owned by the Brooks Library collections or the Summit Consortium Library (please see Summit Library Collection in CWUR 2-20-10). ILL is a form of resource sharing between libraries worldwide.

[Responsibility: Library Dean; Authority: Marilyn Levine, Provost/VP for Academic and Student Life; Reviewed/Endorsed by Provost's Council; 09-11-2013: Cabinet/UPAC; Review/Effective Date: 02-05-2014; Approved by: James L. Gaudino, President]

CWUR 2-20-010 Interlibrary Loan (ILL)

Summit Library Collection

ILL service does not order materials available for loan to CWU users through the regional Summit Consortium Library. **Users must search the Summit Catalog for item availability prior to submitting an ILL request.** Please contact the Brooks Library Circulation Unit for further information on Summit services.

Interlibrary Loan Services

ILL:

- Provides loans and electronically delivered articles from other libraries' collections.
- Uses [Tipasa](#), our web-based user account service, for online request submission and request management.
- Pick up of loaned materials is at the Brooks Library Circulation Unit.
- Document Delivery:
 - Provides materials owned within the Brooks Library collection.
 - Limited to off campus users, plus article delivery for faculty.
- Uses [Tipasa](#), our web-based user account service, which also provides access to Document Delivery service.
- Delivers requested articles electronically; loaned items are mailed to the user's home address.

Undergraduate Students' Request Limit:

- Ten (10) active ILL requests is the default allowed for undergraduate students.
- An undergraduate can request to have this limit raised when the Brooks and Summit Libraries' resources do not meet their research needs.

Off Campus Users (Includes CWU Centers' users and CWU users not in close proximity to the main campus.)

Services:

- Off Campus users have access to:
 1. The Brooks Library collection through the Document Delivery service.
 2. Other libraries' collections through the ILL service and Summit resource sharing through the Orbis-Cascade Alliance.
- [Tipasa](#) is our request and management online tool used by off campus users.
- Articles are delivered electronically to the user's Tipasa account.
- Loaned items are mailed to a user's home address (or to the user's Center, if specified).

Returning Loans:

- At user expense (through USPS, FedEx, UPS, etc.) or items may be dropped off for return through their CWU Center.

Materials Available for Interlibrary Loan

These may be obtained from other libraries:

- Monographs published after 1800, depending on the policy of the lender.
- Newspapers on microfilm as available.
- Masters theses and doctoral dissertations as available.
- Photocopies of journal articles or book chapters (observing the Copyright Law).

These may not be obtained from other libraries:

- Materials already owned in CWU collections in any format, unless declared missing or for some reason unavailable.
- Materials classified as reference or on reserve for classes.
- New materials in high demand.
- Unique, rare, bulky, valuable or fragile items.

Delivery Timeline

ILL:

- Photocopies are usually obtained within 3 to 5 working days.
- Loan items such as books, government documents and microfilms, may take up to two weeks, or more. Retrieval time for items varies, depending on availability and distance from the lender.
- Document Delivery:
- Usually the same day for electronic delivery of articles. Loaned items are usually mailed out the same day (USPS First Class).

Potential Costs:

Most libraries loan their books or send articles for free. In addition, ILL has reciprocal agreements with many institutions to share collections for free. Brooks Library makes every effort to borrow from free-lending libraries to mitigate charges to the patron.

Lender Fees for ILL:

When a lending library does assess charges (for enrolled CWU students and current CWU faculty and staff):

- CWU will subsidize up to \$15.00 of any fee.

- If there is no other source but a library that charges more than our \$15.00 maximum cost, the user will be contacted for approval for the additional charge.
- With user pre-approval of the fee, when the item arrives the fee will be charged to the user's Safari account.

Copyright Fees for ILL:

Copyright fees will be paid for by the library.

Document Delivery:

- No fees for this service.
- Users must return borrowed materials at their own expense or they may drop materials off at their CWU Center for return.

Rush Fee Service

- Fee: \$10; the request will receive highest priority in processing.

Due Dates, Fines and Lost Items

ILL

- Due dates are set by the lending library; renewal may be possible.
- Users are responsible for returning all loaned items on time. Items returned late can negatively affect future borrowing with lending libraries and will be assessed overdue charges consistent with the Brooks Library's fines and billing policy.
- Extremely overdue or lost items will be invoiced by the lending library for replacement cost and processing fee. This charge will be assessed to the user's Safari account.
- A pattern of late returns on items may cause a loss of ILL borrowing privileges.

Document Delivery

- Document Delivery general loan period is 5 weeks (3 weeks checkout plus 1 week travel time each way). Faculty loans are 90 days (plus travel time); renewal may be possible.
- Late or lost library materials fall under the Brooks Library Circulation Unit Policy.

Copyright Law

Copyright Law applies to journal articles published within the last 5 years and not owned by the Brooks Library.

Within those 5 years, a library exceeding 5 articles per periodical title per year, or 1 article per issue for any year, must pay royalties to the publisher.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

The Brooks Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

LENDING:

The Brooks Library Interlibrary Loan and Resource Sharing Service is available at no cost to the borrowing library, with the exceptions listed below.

- Reciprocal lending agreements are welcome from other institutions.
- CWU is a member of:

1. [LVIS \(Libraries Very Interested in Sharing\)](#)

2. ICCL (Interinstitutional Committee of Chief Librarians), which oversees WSCLP (the Washington State Cooperative Library Project).

- OCLC Symbol: CWU
- CWU follows the guidelines of the American Library Association's National Library Code and the US Copyright Revision Act of 1976 (17 United States Code 101 et seq.)

Lending Requests Accepted Via:

- OCLC
- [Tipasa](#) Lending web page
- ALA request form
- Email: ill@cwu.edu
- Fax: 509.963.2126
- Telephone requests are not accepted

Brooks Library lends the following:

- Books
- DVDs/Videos (most titles)
- Theses

Loan Period:

- Four weeks for books and theses (renewals are selective)
- One week for DVDs/Videos (no renewals)

Brooks Library cannot lend the following:

- Children's literature
- Microfilm or microforms
- Reference material
- Periodicals
- E-materials, except when the e-resource license permits

Copying:

- Copies provided from e-journals, only as the e-resource license permits.
- The first 50 pages copied free of charge.
- Articles will be delivered electronically (Odyssey, Ariel, Email) or by fax or mail.
- Microfiche (duplifiche) copies provided--\$5.00 for 1-10 fiche, \$0.20 for each additional fiche.

Rush Orders:

- Rush orders are accepted for a \$10.00 charge.
- Rush articles are delivered electronically (Odyssey, Ariel, Email or Fax).
- Shipping for loans may be expedited via FedEx or UPS on the patron's account number.



Billing:

- IFM OCLC Interlibrary Loan Fee Management service for all fees.
- Lost book replacement costs will be invoiced to patron or institution.

[Responsibility: Library Dean; Authority: Marilyn Levine, Provost/VP for Academic and Student Life;
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