

ILL Policies and Procedures

Reed Library – Fort Lewis College

Interlibrary Loan is a service through which faculty, students, and staff of Fort Lewis College may request material that is needed for research and is not available in Reed Library collections.

Eligibility

This service is limited to current Fort Lewis College faculty, students, and staff. All community patrons, including those with library-issued borrower cards, should contact their local public library or other appropriate institution to obtain Interlibrary Loan service.

Patrons who have unpaid fines, or whose Fort Lewis College account are suspended for any reason, are ineligible to receive materials through Interlibrary Loan and should clear any payments due in order to receive services.

Submitting Requests

Requests are accepted through Tipasa (<https://479.account.worldcat.org/profile>).

When requesting material via Interlibrary Loan, please take care to complete all fields as accurately and completely as possible. Avoid using abbreviations and include the source of the citation in case the Interlibrary Loan staff needs to locate additional information to fulfill the request.

If you need a specific format for your research (for example, print instead of microfilm or electronic), please note that need in your request. Interlibrary Loan staff will try to borrow the format you need and will contact you if the preferred format is unavailable through ILL.

Receiving Requested Material

Scanned articles will be provided in PDF format for pickup via users' ILL accounts. Notification of the item's availability and instructions for viewing will be sent to the user's Fort Lewis College e-mail address. Books, microforms, and other non-photocopy items must be picked up at the Circulation Desk in Reed Library. A valid Skycard must be presented to pick up material. Users will be notified by e-mail when an item is available or if there are any problems with fulfilling a request.

Loan Period

The loan period for books, microforms, and other non-photocopy items is determined by the lending institution. Renewals are contingent upon the lending institution. Institutions that loan materials reserve the right to recall items at any time for their users.

Renewal Requests

All requests for renewals of Interlibrary Loan materials should be submitted on or before the due date listed on the item's bookstrap or label. If the bookstrap or label indicates that renewals are not permitted, the lending library has already set that restriction on their materials and renewal requests will not be processed.

ILL will request one 30-day extension of the due date for renewable materials. Renewals are granted at the discretion of the lending library; if our renewal request is denied, materials must be returned immediately to the Interlibrary Loan Office. Renewal requests will not be accepted for any material that has already been renewed or that is overdue by 10 days or more.

Returning Borrowed Material

All physical items must be returned to Reed Library, either directly to the Circulation Desk or to a book drop located next to the library entrance doors or outside the front entrance to Reed Library. ILL materials must be returned by the due date listed on the item's bookstrap or label.

Overdue and Lost Items

Failing to return ILL materials on time is irresponsible and detrimentally affects Reed Library's ability to obtain materials from other libraries. Overdue ILL items will accrue fines of \$1 per day, up to a maximum of \$25. Failure to return ILL materials will also result in the suspension of ILL and all other library privileges until the overdue items are returned.

Long overdue, lost, or damaged materials will be billed for replacement based on the charges assessed by the lending library. Billable damage includes, but is not limited to: writing in, highlighting, cutting, or other acts of defacement; water damage; food or beverage residue; and failing to return booklets or other items packaged with a CD or DVD. All charges will include a \$25.00 processing fee which is non-refundable, even if material is returned.

Lending libraries may recall ILL materials at any time. Recalled ILL items must be returned immediately. Failure to return recalled ILL materials will result in the temporary suspension of ILL and all other library privileges until all recalled items are returned.

Items Not Available Through ILL

Some materials which may not be available through Interlibrary Loan include:

- Entire volumes or issues of periodicals. Photocopies of specific articles may be requested.
- Full text articles available through the Library's databases.
- Reference works.
- Rare materials, including manuscripts.
- Bulky or fragile materials that are difficult to ship.

- Multimedia items.
- Requests which may violate copyright limitations.

Interlibrary Loan supports the instructional, research, and scholarly activities of Fort Lewis College, and ILL staff reserve the right to cancel requests that do not fall into this category.

Theses and Dissertations

Student Patrons: It is unlikely that theses and dissertations will be purchased through ILL for student research. Student patrons will be required to consult with a librarian about their need for the resource. The librarian will consider the student's research needs, strategy, and progress, and attempt to find acceptable replacement resources. If approved by the librarian, the library will acquire the resource.

Faculty and Staff Patrons: The liaison librarian for the faculty member will review the request and consult with the faculty member to determine if alternate resources would be acceptable. Faculty requests should generally be approved; however, excessive costs should be borne by the department as determined on a case-by-case basis.

Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. 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 in excess of "fair use," that user may be liable for copyright infringement. ILL staff reserves the right to refuse to accept a copying order if, in their judgment, fulfillment of the order would involve violation of copyright law.