

BORROWING PROCEDURES

BORROWING POLICIES

Interlibrary Loan is the service to obtain materials not available in this library. IUEast and Ivy Tech State College’s faculty, staff and students plus Indiana residents are all eligible to use this service. We first try to order materials from within the Indiana University system for the turnaround time of 5 to 7 days through Request Delivery. The turnaround time within the state of Indiana could be 8 to 10 days. Any request that can only be filled outside the state of Indiana can take up to two weeks. We only search the Indiana University system and the libraries in Indiana for Ivy Tech State College patrons and Indiana residents.

The libraries we go to first within the IU system are the campuses at Ft. Wayne, South Bend, Kokomo, Indianapolis, Gary (Northwest), New Albany (Southeast), and Bloomington, in that order. Outside of the IU system, but within Indiana, the libraries are Ball State, Indiana State, University of Indianapolis, Purdue, Notre Dame, Indiana State University, or any academic library in Indiana. Outside of Indiana there are a few libraries that are fast lenders, they are Dayton-Montgomery County Public Library and Middletown Public Library.

Requests are to be filled out on the forms provided on-line from our home page at ILLiad. There is no limit on the number of requests turned in. “Explain that in fairness to other patrons, a large number of requests may not be processed immediately. Ask the patron to prioritize requests in batches of five or ten, to be processed over a period of time. With the patron, consider spacing out the requests so that they do not all arrive at once, allowing too little time for use.¹”

¹ Boucher, Virginia. Interlibrary Loan Practices Handbook. 2nd ed. Chicago: American Library Association, 1997.

Complying with the **Copyright Guidelines** (CCG) includes; articles that fall within the guideline of five (that's five article requests out of the same journal in a five year period); the library has subscribed to the journal title; the issue is at the bindery; and the issue is missing or not on shelf.

Complying with the **Copyright Law** (CCL) includes; titles in the public domain; request is considered fair use; article is older than five years; item was stolen or damaged; and the entire item cannot be purchased at a fair price.

Complying with **Copyright Law Section 108** includes: (d) The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phonorecord of a small part of any other copyrighted work, if—

- (1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and
- (2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

The Sonny Bono Copyright Term Extension Act PL 105-298, now defines **public domain**, enacted October 27, 1998, as life of the author plus 70 years and 95 years for work made for hire.

Rush requests for books or articles can be asked from a lending library. It would be up to that library to comply or not.

Materials that may be borrowed are as follows: books, copy(s) of articles, DVD's, audiobooks. Some computer CD disk can be lent at the discretion of the lending library.

Materials that may not be borrowed are as follows: full periodicals, most CD's, most DVD's, rare or scarce materials, and reference materials.

At this time, there is **no charge** for borrowing materials. The only exception would be if there was only one location for that item and the Indiana resident would be willing to pay.

We will **notify** the patron when their request arrives. We will call or email, whichever

they prefer.

All materials ordered can be **picked up** at the circulation desk during normal library hours. Since all books must be checked out to the patron prior to notifying them, the patron is to show some form of ID. Books that are not picked-up will be kept two weeks before returning them to the lending library.

The library does not mail interlibrary loan books to its patrons. The users must pick the book up from the circulation desk. We borrow from the lending libraries on good faith and need the materials to come back on time and in good condition.

The normal **lending period** for books will be four weeks. The exception to this would be the lending library has a shorter lending period than other libraries. Videos and audiotapes will have a shorter lending period, usually two weeks.

Renewals are at the discretion of the lending library, if allowed, are usually for an additional two weeks.

All materials are to be **returned** to the library at the circulation desk or the book drop box in front of White Water or Springwood circle drive. We ask that all videos be returned to the circulation desk in the library.

Alternatives to using interlibrary loan would be going to the library that does own the item, using Amazon.com, or ordering the book through your local bookstore.

You may contact the reference librarian at iueref@iue.edu or the ILL specialist at iueill@iue.edu with help in finding the information to copyright holders for articles that cannot be filled through interlibrary loan.

Any special requests or problems can go through the Interlibrary Loan office in Hayes Hall, room 140D or call 765/973-8204. Office hours are Monday through Thursday 9AM to 5PM and Friday 8AM to 5PM. You can also find out more online at <http://iue.libguides.com/iueill>.

