

Interlibrary Loan Policy

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Purpose of Document

The purpose of interlibrary loan is to obtain materials not available at Douglas College Library for studies or work undertaken at the College.

Scope of this Policy

All requests will be reviewed by a librarian or the Interlibrary Loans Library Technician(s) before processing.

The Douglas College Library lends materials to other libraries when the requests fall within the guidelines stated in this policy. However, priority in the use of Library material will be given to Douglas College students and employees. High demand items may not be eligible for interlibrary loan.

Interlibrary loan is only available between institutions, and not to individuals.

Material borrowed through interlibrary loan is subject to the loan restrictions and fees (if applicable) set by the lending library, which may differ significantly from those of the Douglas College Library.

Restrictions on use apply to certain digital and audiovisual materials due to licensing agreements. The Douglas College Library complies in all respects with the *Copyright Act* and was originally written to adhere to the *Canadian Library Association Interlibrary Loan Code*, which specified the procedures and expectations surrounding interlibrary loans in Canada. The Douglas College Library is a member of the

British Columbia Electronic Library Network (BC ELN), which houses Illume, a shared provincial interlibrary loan service.

Guidelines for Borrowing on Behalf of Douglas College Library Users

Borrower Eligibility

The Library will borrow through interlibrary loan on behalf of the following users:

- Douglas College students
- Douglas College employees (including Faculty Emeritus)
- Douglas College Board and Foundation Board members
- Visiting scholars at the College

Restrictions on Types of Materials Borrowed

The Library will not process requests for the following materials:

- Course textbooks
- Material already held at Douglas College Library
- Articles available in the Douglas College Library's collection in electronic format
- Materials limited by copyright or licensing agreements

Limits

Due to budgetary limitations, the number of interlibrary loan requests processed for any one user may be restricted.

Charges

Borrowers with overdue interlibrary loan material will be charged overdue fines. Total fines accrued may equal, but will not surpass, the replacement cost of the material.

Replacement fees for overdue, lost, or damaged material may also be charged.

Suspension of Interlibrary Loan Privileges

Interlibrary loan privileges may be suspended where circumstances warrant.

Overdue interlibrary loan material, unpaid fines on interlibrary loan material, and other situations can result in privileges being suspended. A block will be placed on the Registrar's files for students who have overdue interlibrary loan materials. Other violations may also result in suspension of privileges.

Guidelines for Lending to Other Institutions

The library reserves the right to refuse or restrict loan periods, as well as to request that the borrowing library restrict use of materials lent.

Some audiovisual materials, particularly DVDs, are lent and borrowed through members of the BC ELN.

Materials Available for Lending

The following materials may be requested by borrowing libraries:

- Articles
- Print books
- DVDs
- CD-ROMs

Requests for the following materials will not be considered for interlibrary loan:

- Materials limited by copyright or licensing agreements, including eBooks
- Reference materials
- Archives
- Reserves
- Equipment
- Microforms
- Software
- Entire issues of periodicals
- Items that are out on loan
- CDs

Loan Period

Materials are due four weeks from date of receipt at the borrowing institution. Renewals are permitted, provided there are no outstanding holds on the item.

The loan period for audiovisual materials varies, depending on the show date.

Fees

Borrowing institutions are subject to a fee for each interlibrary loan transaction. Pick up and return delivery costs of items not sent through Canada Post are paid by the borrowing library.

Overdue and replacement charges are charged for any material more than one month overdue. A full refund will be given for items that are later recovered within one year. If the item is recovered after one year, no refund will be provided. Charges may also apply to material that is damaged. Other interlibrary loan fees, including renewal fees, may be applied where necessary.

Any library with outstanding charges may have its interlibrary loan privileges suspended until charges are resolved.