

University of Richmond
Boatwright Memorial Library
Interlibrary Loan Department
Policy Manual

General:

Interlibrary Loan (ILL) is a process through which books, copies of journal articles, or other items are sent from one library to another library by request.

Careful and conscious use of this service is encouraged. Patrons are encouraged to pay careful attention to policies and procedures designed to make the process fast and efficient for all of those that use it.

Purpose:

Boatwright Memorial Library Interlibrary Loan department supports the instructional, informational and research needs of the current faculty (including retired faculty), current staff and current students by providing access to the materials that are not owned by the library. (Requests for recreational materials will not be ordered via ILL.)

Borrowing for UR Patrons:

1. Interlibrary loan borrowing requests can be submitted by the UR faculty, staff and students by completing the ILL form from the Interlibrary Loan link on the library webpage or direct from Worldcat. ILL staff will not fill out the ILL request form on behalf of the patrons.
2. ILL staff encourages the users to check the **"LIBRARY CATALOG"** and **"JOURNAL LOCATOR"** before submitting their ILL request. This will save a delay in obtaining some material.
3. UR books that are in use or deemed missing may be requested via ILL.
4. There are no restrictions on the number of ILL requests for the faculty that can be submitted.
5. The students can request only 5 ILL **book** requests at a time.
6. Patrons are notified by **UR email** about the status of their requests and the availability of materials.
7. ILL will not accept requests for:
 - a. Recreational reading or books/novels for personal use, text-books and other related course books.
 - b. Items available at UR library whether it is non-circulating reference book or on reserve.
 - c. Journal articles that are owned by the library unless it is at the bindery, is damaged, lost, or missing.
8. Some borrowed materials received may be restricted to **"LIBRARY USE ONLY"** i.e. they are not to leave the library and need to be brought back to the main service desk after each use.
9. Requests for videotapes, DVDs, CDs and other audiovisual materials should be submitted to the Media Resource Center (MRC) directly or by emailing Nick Vogel at nvogel@richmond.edu

10. UR patrons cannot renew the ILL materials from their UR library account. Renewals for ILL materials should be submitted at least **5 days** prior to the due date by writing to the ILL staff at ill@richmond.edu.
11. Borrowed materials are subject to recall by the lending library. Interlibrary loan staff will contact the UR borrower directly to request return of the item.
12. Boatwright Memorial Library complies with U.S. Copyright Law and regulation. In cases where requests from an individual violate the copyright law, interlibrary loan staff will inform the borrower and provide alternatives for access to the information.
13. Users must **not** alter the material (including removing the ILL book wraparound) as the book is on loan.

Document delivery (UR Owned Books & ILL Books):

Only five (5) items per day will be pulled and delivered including books requested via ILL.

UR books not pulled will be pulled consecutively and delivered until the order is filled. The books will **not be pulled** and **“held for pick-up”** at the main service desk.

Law Library Books Requests by UR faculty and Staff:

UR faculty and staff can contact the Law Library staff for Law library books. The staff at Law Library would be glad to help with the requests. The contacts at law library are:

Gail Zwirner at 287-6555 or email gzwirner@richmond.edu

Lori Mears at 287-6334 or email lmears@richmond.edu

Borrowing for Law School Students:

Law students order through the Law Library ILL department. The contact person for ILL at Law Library is Gail Zwirner and she can be contacted either via phone 287-6555 or via email gzwirner@richmond.edu

Fees and Fines:

1. Currently there is no charge for the interlibrary loan services but the borrowers are responsible for the lost materials. The lending library assesses the charges for lost items, and the charges vary from library to library. **Borrowers are responsible for payment of charges levied by the lending library.**
2. Borrowers who keep interlibrary loan material past the due date imposed by the lending library are responsible for payment of any charges levied by the lending library. Excessive or consistent overdue items and demonstrated abuse of the service may result in suspension of ILL privileges.

Lending to Libraries:

Interlibrary Loan Lending supplies other libraries with materials needed by their users. Boatwright Memorial Library has an obligation to supply materials to other libraries as part of the reciprocal nature of interlibrary loan.

1. All RALC (Richmond Academic Library Consortium) libraries, all ACS colleges, ULG colleges and any American Institution libraries may borrow circulating material from Boatwright Memorial Library. Certain public libraries are also eligible. Photocopies of material from the collections are also available, within copyright restrictions, to any library. Fees may apply to the non-reciprocal libraries.
2. UR Library reserve the right to restrict the loan period of, or refuse to lend, any circulating material that is fragile, in demand, or that may otherwise need special restriction.
3. Requests will be filled for the following material:
 - a. Books in the circulating collections, including honors thesis.
 - b. Bound periodicals, if the item to be photocopied is over 50 pages and permission is granted from the ILL division.
 - c. Microfilm or microfiche, Up to 5 reels of microfilm may be loaned at one time for a single request.
 - d. Photocopies of any material that are not restricted by copyright regulation.
4. Requests will not be filled for the following materials, except on a case by case basis for libraries participating in the RALC, VIVA group:
 - a. Newspapers, except ones on microfilm.
 - b. Non-circulating item, including those in reference collections, in special collections and Rare Book room.
5. UR will lend the materials for 60 day period for books and 30 days for bound periodicals but has the right to recall the materials if requested by UR primary borrowers. The Interlibrary loan staff will place the recalls.
6. Items are transported via Fed-ex, shuttle (in case of RALC) and USPS. Copy requests are transmitted via Ariel (Odyssey), and email.

AM: Rev 3/25/11

Effective 2/3/10