



## Interlibrary Loan Guidelines

St. Philip's College currently enrolled students, faculty, and staff without overdue items and fines from any Alamo Colleges libraries may take advantage of our Interlibrary Loan (ILL) service. ILL is a library-to-library lending service that is used to obtain circulating materials and periodical articles not owned by any of the Alamo College libraries. Interlibrary Loan is restricted to materials that are to be used for private study, scholarship, or research. It is not to be used for leisure reading, listening, or viewing purposes. An Interlibrary Loan service request is initiated after a librarian determines that the need fits within the scope of the purpose of ILL, cannot be met through an In-District Loan Borrowing request, and is within current copyright law allowances.

To provide this service the library must remain in compliance with current copyright law. Our ILL guidelines follow national protocol and the CONTU (Commission on New Technological Uses of Copyrighted Works) and CONFU (Commission on Fair Use) guidelines. This restricts us from placing more than five (5) requests per title per calendar year for any periodical published within the most current five (5) years. The Copyright Law of the United States (Title 17, U.S. Code) governs the making of photocopies and other reproductions of copyright protected materials. Libraries may furnish a copyright if it is not to be "used for any purpose other than private study, scholarship, or research." The SPC Library reserves the right to refuse ILL requests if we judge a request to be in violation of Fair Use guidelines and the Copyright Law.

Generally there is no fee for Interlibrary Loan services, but some libraries charge fees. These costs are the responsibility of the borrower and are accepted through the ILL Form at time of request.

Interlibrary Loan requests are accepted during regular academic semesters (not during holidays or interim periods between semesters.)

### Interlibrary Loan F.A.Q.s

#### WHAT IS INTERLIBRARY LOAN (ILL)?

When materials such as books, newspapers, journal articles, audiovisual materials, etc. are not available in the SPC library, they can be borrowed from other libraries through Interlibrary Loan. Patrons may request any materials not currently owned by the St. Philip's College Library. We do not fulfill requests for Interlibrary Loans of materials currently owned by the SPC library, including books in the Reference or Reserve Collections.

#### WHAT LIBRARIES LEND TO THE SPC LIBRARY?

All libraries within the Alamo Community College District are considered "sister" libraries; so those are the most cooperative lending libraries..

Many, but not all, libraries in the San Antonio area are very cooperative in lending materials through Interlibrary Loan. The TexShare resource sharing state-wide program facilitates loans from other Texas libraries. The OCLC WorldShare program facilitates loans from national libraries. We do not offer interlibrary loans from outside the United States.

Other Texas and nation-wide libraries have individual interlibrary loan policies that may or may not permit them to lend materials to students in a community college. Some restrict lending to upper-level or graduate students.

#### WHO CAN USE INTERLIBRARY LOAN?

St. Philip's College Library Interlibrary Loan is primarily for the use of current St. Philip's students, staff and faculty, faculty emeritis, and administrators. Patrons, including staff and faculty, with overdue materials or fines cannot receive Interlibrary Loans until these obligations are cleared.

#### WHAT IS AVAILABLE THROUGH INTERLIBRARY LOAN?

Not all items are available from Interlibrary Loan. Most libraries will not loan rare or valuable materials, including manuscripts, basic reference materials, or materials in high demand. Some libraries will make a copy of rare materials for a fee. Some dissertations are not available for loan but may be purchased from University Microfilms. Articles can usually be photocopied, although charges may apply.

#### HOW LONG WILL IT TAKE TO GET MY MATERIALS?

It is difficult to estimate when materials will be available once they have been ordered. Many photocopies are now sent electronically and can be available the same day or within a few days. Books from within the Alamo Community College District should also be available within a few days. Books from libraries throughout the city or state will probably take one week or a bit longer to arrive. If no in-state location can be found items may take 2 to 3 weeks (or longer) to arrive.

### **HOW DO I REQUEST INTERLIBRARY LOANS?**

1. Since interlibrary loans are to be used ONLY to augment the materials owned by the SPC Library, *first check the SPC catalog* to see if the library has the materials. *The Library will not order items that it owns, including materials on reserve !*
2. If the SPC Library does not own the materials, fill out an ILL form available at both the Circulation and Reference Desks and give it to the Reference Librarian at the Reference Desk. You must include your name, Banner ID, and a local phone number or current email address.
3. The Interlibrary Loan Specialist will call you when your materials come in. If you have not received a call and would like to check on the status of your materials, call the Circulation Desk. If materials are not picked up by the date they are due back to the lending library, they will be returned on that date. Any applicable charges will still apply to materials that are not picked up.

### **WHERE DO I PICK UP MY MATERIALS?**

All interlibrary loan materials are picked up at the SPC Library Circulation reference desk.

### **WHERE DO I RETURN MY MATERIALS?**

All interlibrary loan materials should be returned to the SPC Library Circulation desk.

### **HOW LONG DO I KEEP THE MATERIALS?**

Loan periods are set by the lending library and may be renewed only when brought into the library for renewal IF THE LENDING LIBRARY AGREES TO ITS BEING RENEWED. Lending libraries have the right to recall Interlibrary Loan materials and you might be asked to return items before the stamped due date. If materials are severely overdue, an administrative will be placed on a patron's record.

The InterLibrary Loan materials will be banded showing your name, the name of the lending library and the date due back in the SPC Library. *Please do not remove this band.*

### **ARE THERE ANY COSTS FOR INTERLIBRARY LOAN BORROWING?**

That depends on the lending library. We have reciprocal agreements with all the libraries in the Alamo Community College District, which means anything they lend is free for the duration of the loan. However, you will be required to pay fines for overdue, damaged, and all charges for lost items.

We have reciprocal agreements with many of the libraries in the San Antonio area through our membership in the Council of Research and Academic Libraries. However, because of the different kinds of libraries belonging to that group, different charges and lending policies may apply for different libraries.

We have reciprocal agreements with many libraries throughout Texas through our membership in the TexShare Program. Once again, because of the many different kinds of libraries belonging to that group, different charges and lending policies may apply for different libraries.

With the exception of periodical articles, which cost 10 cents per page, if you are only willing to borrow items on a free-of-charge basis, please indicate that on the ILL form. If you do not indicate this, you will be responsible for any charges.

**ALL CHARGES INCURRED BY ST. PHILIP'S COLLEGE STUDENTS, FACULTY, STAFF, ADMINISTRATORS, ETC. ARE THE ABSOLUTE RESPONSIBILITY OF THE BORROWER AND NOT THE ST. PHILIP'S Library. EXTREME MEASURES, INCLUDING ADMINISTRATIVE HOLDS, WILL BE TAKEN TO SEE THAT ALL OBLIGATIONS TO LENDING LIBRARIES ARE CLEARED IN ORDER TO MAINTAIN THE SPC LIBRARY'S GOOD STANDING.**