



Code **LI**

Date Approved **12/12/94**

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Policy Name: **Inter-Library Loans**

**Definition:**

The purpose of Inter-Library Loan (ILL) is to obtain materials not available at FPL and to provide material from FPL's collection to other libraries. Libraries participate in ILL lending programs voluntarily and are under no obligation to loan materials. The cost of ILL must be considered in determining those items appropriate to request.

**Interlibrary borrowing:**

1. FPL borrows for short-term use from other public, university, and special libraries across the U.S. Because these materials belong to another library, special restrictions and deadlines must be adhered to by FPL patrons.
2. This service is offered to FPL card holders in good standing. The library assumes most of the cost of this service. However, the library reserves the right to charge for materials requested through ILL.
3. This service may be used when items are designated as missing from the FPL collection, or when items are at bindery or temporarily unavailable. Students and faculty at the University of Arkansas are encouraged to request materials supporting course work or research through the University of Arkansas Libraries.
4. Materials that will not be obtained include books owned by the library, but which are temporarily in use, recent newspapers not microfilmed, reference books, rare or valuable materials, theses and dissertations, and materials owned in libraries outside the U.S. Materials published within the last six months can not be obtained.
5. Requests for photocopies must include an indication of compliance with the Copyright Law, Title 17 U.S. Code.
6. Service will be provided as quickly as possible. Turnaround time varies depending on the lending library. Customers will be notified by phone, mail, or electronically. In some instances, conditions on loanable material may be imposed by a lending library and must be strictly observed.

**Conditions of service:**

1. Customers may submit up to three ILL requests per person at one time.
2. FPL's ILL borrowing privileges are dependent upon FPL customers observing restrictions and deadlines set by the lending libraries. Abuse of ILL service may jeopardize future borrowing privileges for both FPL and its customers.
3. Due to the cost of an inter-library loan, inter-library loan privileges may be suspended if a customer abuses the service by not returning items on time, damaging items, or not picking up requested items.
4. Borrowers must pay for any fees resulting from lost, overdue, damaged or unreturned items borrowed from another library. FPL reserves the right to turn unpaid ILL fines and fees over to a collection agency.

**Inter-library lending:**

1. This service is offered to other libraries within the U.S. This service is not offered to libraries outside the U.S.
2. Material which ordinarily circulates to library users may be sent out on ILL. If a requesting library asks for FPL material that is checked out, a hold will not be placed. Most items are loaned to the borrowing library for four weeks.
3. Materials not loaned include periodicals, microfilm, genealogy, bestsellers, kits, and reference items, or any item published within the last six months.
4. Requests for items from FPL are accepted via OCLC, fax, mail, and on ALA-approved ILL forms.
5. Lending priorities may be designated based on FPL's consortial arrangements and reciprocal agreements.