

INTERLIBRARY LOAN (ILL) POLICY
For the
JAY-ROLLINS LIBRARY

CAVEAT: There is a difference between Consortium Loans (from one of the five Consortium Libraries) and Inter-Library Loans (outside of the Consortium). Please check to see if the item you want is available within the Consortium first by using the catalog.

While the Library is usually considered adequate for most undergraduate needs, it is impossible for even the largest library to contain all the material needed for more sophisticated programs. To this end, the library staff, through the interlibrary loan system, is able to borrow from libraries outside of Abilene if adequate time is allowed.

Students:

May request up to 5 articles/ books, **not available in the Consortium**, at time through the ILL department.

- For the majority of students materials will be requested from TexShare libraries only.
 - Students writing their honors thesis may request items found outside of Texas WITH:
 - PERMISSION from the Department Head to request items
 - A GUARANTEE that they will pay the charges, if any.
- There will be no charge unless the lending library requires payment.
- The student will be contacted before ILL department confirms a request from a library requiring payment. Payment will be due upon receipt of the requested item.
- The ILL Department follows Copyright restrictions when making inter-library loan requests. (see page two)

Faculty/ Staff:

May request items as needed. Please check to see if they are available in the Consortium first. (We will request articles from Consortium libraries for faculty.)

IF the material is not available in Abilene:

- Items will be requested from TexShare libraries first, if available.
- There will be no charge unless the lending library requires payment.
- The faculty/staff member will be contacted before ILL department confirms a request from a library requiring payment. Payment will be due upon receipt of the requested item.
- The ILL Department follows Copyright restrictions when making inter-library loan requests. (see page two)

THINGS TO REMEMBER:

ILL takes at least 1-5 weeks

Methods of request:

- **FirstSearch Interface through Databases & WorldCat (most efficient) See Reference Librarian for assistance.**
- **Written Form**
- **Emails from faculty**

If you need help please come by the library or contact the Reference Librarian at x4683.

COPYRIGHT & ILL's

Internet Source: Coalition for Networked Information Policies: A Compilation of Position Statements, Principles, Statutes, and Other Pertinent Statements

<http://www.cni.org/docs/infopols/CONTU.html>

Original Source:

CONTU (National Commission on New Technological Uses of Copyright Works) Final Report of the National Commission on New Technological Uses of Copyrighted Works, July 31, 1978, Library of Congress, Washington, DC, 1979, pages 54-55. (Subsection 108(g)(2))

COPYRIGHT as it pertains to us:

- (a) with respect to any given periodical (as opposed to any given issue of a periodical), filled requests of a library or archives (a "requesting entity") within any calendar year for a total of six or more copies of an article or articles published in such periodical within five years prior to the date of the request. These guidelines specifically shall not apply, directly or indirectly, to any request of a requesting entity for a copy or copies of an article or articles published in any issue of a periodical, the publication date of which is more than five years prior to the date when the request is made. These guidelines do not define the meaning, with respect to such a request, of "...such aggregate quantities as to substitute for a subscription to [such periodical]."

Summary:

Each year no more than 6 articles from 1 journal published within 5 years prior to the date of the request.

For example during the Fall Semester of 2006:

- **For articles published between 2001-2006 we could only request 6 individual articles from a particular journal.**
- **For articles published before 2001 we could request multiple articles from a particular journal.**

With respect to any other material described in subsection 108(d), including fiction and poetry), filled requests of a requesting entity within any calendar year for a total of six or more copies or phonorecords of or from any given work (including a collective work) during the entire period when such material shall be protected by copyright.