Interlibrary Loan at Myrin Library

Mission and Policies

Mission
The mission of Interlibrary Loan (ILL) at Ursinus College is to obtain books, journal articles and other materials not owned by Myrin Library for faculty, students & staff in the fastest, most efficient, and most economical way possible. As such, the department maintains strong reciprocal relationships with more than 3,000 libraries across the country. The Library also attempts to implement vital ILL technologies so that the department can continue to lend and borrow items quickly. The Library complies with all federal copyright laws (Title 17, United States Code, https://www.copyright.gov/title17/), the CONTU Guidelines (http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/copyright/GLsInterlibLoan.pdf), and the policies and procedures contained in the National Interlibrary Loan Code (http://www.alan.org/rusa/guidelines/interlibrary).

Policies:

Materials: Borrowing

1. The Myrin Library ILL department borrows only books and journal articles not owned by the library for students, faculty and staff for research and recreational use. An exception is made for materials listed as “inaccessible” in the online catalog. Books currently checked out to Myrin patrons may be recalled by obtaining permission from the Manager of Library Operations.
2. The lending library determines the length of time allowed for borrowing books, not Myrin. This time period can be as short as two weeks or as long as two months. Renewals are also granted at the discretion of the lending library, not Myrin. Renewals may be requested online via the patron’s ILL account, or may be submitted via email to the ILL Coordinator.
3. The overdue fine for Interlibrary Loan books not returned on time and not renewed by the due date is $1.00 per day.
4. Articles and book chapters received through Interlibrary Loan will be delivered to the user electronically.
5. The Library ILL department does not routinely borrow dissertations for students. When the budget permits, the library will attempt to obtain dissertations for faculty, or for an upper-class student doing Honors or Summer Fellows research, at the behest of a faculty member. The limit for such borrowing is 2 dissertations per semester, due mainly to budgetary concerns and difficulty of obtaining materials.
   a. Myrin Library is a member of ProQuest’s “Dissertations Express” service, which offers copies of dissertations to people affiliated with Ursinus at the discounted price of $31 to the requester. Faculty members and Honors students desiring more than two dissertations during a semester may use this service to obtain them. Also, if a particular library will not lend a requested dissertation, requesters can use this service to purchase a copy. Non-Honors and Non-Summer Fellows students may also use this service to obtain dissertations.
6. Other items not borrowed through ILL:
   a. Rare books
   b. Textbooks
   c. Reference books & other non-circulating materials
   d. Electronic articles marked “e-pub ahead of print”
      i. These are generally not available due to publisher restrictions.
   e. Audio-visual materials*
      i. DVDs
      ii. Videocassettes
      iii. CDs
      iv. Audiotapes
   *Attempts can be made to borrow audio-visual materials in special circumstances, at the request of faculty, but it is rare that other libraries will lend them. In such cases, our library will make every effort to purchase the requested materials.

Materials: Lending
1. The ILL department will lend books and articles from Myrin Library’s collection to libraries requesting them through OCLC and Access PA. Books will be sent via USPS or UPS; articles will be scanned and transmitted via Article Exchange.
   a. The department’s ability to lend electronic journal articles is dependent on our license agreements with database vendors and publishers. A list of databases and publishers and their sharing policies is maintained by the Interlibrary Loan Coordinator. When no policy is known, the default action is to NOT lend materials from electronic journals or databases.

2. Books from the Berman Collection will be lent on a case-by-case basis at the discretion of the Interlibrary Loan Coordinator.

3. The Myrin Library ILL department does NOT loan out the following materials:
   a. Books & Materials from the Chemistry Library
   b. Books & Materials from the Career Services Library
   c. Student Artwork
   d. Rare books
   e. Materials from the Pennsylvania German Collection
   f. Materials from the Ursinusiana Room (College Archives)
      i. An exception can be made for students’ Honors and Summer Fellows papers. These can be scanned or photocopied and sent.
   g. Reference books
   h. Textbooks
   j. Audio-Visual materials
      i. In exceptional cases, where an agreement is worked out in writing between the ILL department and the requesting library, audio-visual materials may be lent.
Requesting

Requesting materials through the Interlibrary Loan department is limited to Ursinus students, faculty (including Emeriti faculty) and staff, who will be referred to collectively below as “patrons.” Alumni, community members and other visitors MAY NOT request materials through Interlibrary Loan.

1. Requesting should be done via the online form posted on the website or directly in OCLC’s Tipasa.
2. There is no limit to the number of borrowing requests a patron may submit to the Interlibrary Loan department.
3. However, the Interlibrary Loan department reserves the right to deny any requests for the following reasons:
   a. A particular patron has already requested materials that cost the department an excessive amount in one semester.
      i. The Interlibrary Loan Coordinator will work with patrons to prioritize costly requests in an effort to make sure everyone gets what they need.
   b. An article is requested from a journal in which we have exceeded the federal allowable copying of articles (5) for the year and the resultant cost to obtain the requested article would be excessive.

4. The Interlibrary Loan Coordinator will forward major concerns to the Manager of Library Operations, who will in turn contact students, faculty, staff and/or departments who appear to be overtaxing the department in either budget or hours.
   a. The Collection Management Librarian will work with faculty/departments to determine if the Library needs to add subscriptions or other resources to the library collection based on high Interlibrary Loan usage and/or costs for particular titles or subjects.

Administrative

1. The ILL department uses OCLC WorldShare Management Services/Tipasa to manage (receive and fill) requests. The Library gets “credits” for lending materials, so attempts are made to lend as much as possible.
2. The Library cooperates with the Copyright Clearance Center to adhere to Federal Copyright Law.
3. The department is overseen by the Manager of Library Operations, who assists with problems such as those described above in the “Requesting” section. He/She also helps with finding difficult materials in OCLC to borrow, corresponding with patrons about requests, strategizing regarding running the department efficiently, and other matters as needed.
4. The department is staffed by one full-time Interlibrary Loan Coordinator and several student assistants. The Interlibrary Loan Coordinator determines how many students he/she needs in a particular semester. A general guideline is that she/he will collectively pay students for about 30 hours per week. Each student typically works 5-8 hours per week.
5. The ILL department keeps statistics generated by OCLC and provides regular reports for the Manager of Library Operations.

Myrin ILL Policy: 7/2019
Guidelines

Guidelines and FAQs for students, faculty & staff in using Interlibrary Loan are posted on the Library website. These are updated frequently on an as-needed basis. Some general principles are listed below.

1. Students are encouraged to search for materials in the library catalog and the databases available through the library website before turning to books and articles only available through Interlibrary Loan.

2. Students are urged to request books and articles through Interlibrary Loan early in the research process and well before their assignments are due, as the time it takes to get articles can vary greatly and a quick turnaround can never be guaranteed.

3. Whenever possible, students are encouraged to request books and articles over a period of several weeks. Once they receive articles, they should read them to make sure they’re on the right track, and then request more accordingly. Excessive ordering (i.e. ordering anything that looks good just because one can) is discouraged; careful consideration of materials requested via Interlibrary Loan is called for.

4. In general, students and faculty making many requests at one time (or over a short period of several days) are encouraged to prioritize items they want and submit the most important requests earliest.