

## **Interlibrary Loan Policy**

### **Borrowing privileges**

Interlibrary loan services are provided to Paul Smith's College students, faculty and staff as well as members of the public with valid library cards. Members of the public are limited to three book requests at a time, although we will process as many article requests as is reasonable, depending on the department's workload. There is no limit to the number of requests we will process on behalf of PSC students and faculty—within reason and subject to copyright compliance rules.

### **Turnaround time**

The average time for a request to be completed is 3 to 7 days.

### **Cost**

We strive to obtain materials at no cost. Sometimes this is not an option and the lending library will levy a fee on the borrower. The lending library determines the amount of the fee. We will let you decide whether, and to what amount, you are willing to pay. Students and members of the public may be expected to provide for payment, in the form of cash or a check payable to Paul Smith's College, before such requests will be submitted.

### **How to request material through ILL**

Requests can be made by selecting "InterLibrary Loan" from the menu on the library homepage. Select either *Book Request Form* or the *Article/Journal Request Form* and fill out all the required information. When done click the *Submit* button.

### **Notification**

When ILL materials arrive we will send notification to your Paul Smith's College email address. Members of the public are asked to supply either a valid email address or telephone number for notification.

### **Material Delivery**

Most journal articles will be emailed as a .pdf directly to patrons. Other materials, such as books or print articles are held at the circulation desk.

You have two weeks from the time we notify you that your materials are in to pick them up. You will receive a second notification one week after the material has arrived if the materials have not been picked up. If, after two weeks, the materials have not been picked up we will return them to the lending library.

### **Loan period**

The loan period is determined by the lending library and is indicated on the strap or sticker placed on the material. Please return material to us on or before that date. Photocopies and electronic materials do not need to be returned.

### **Renewals**

Renewals are determined by the lending library. If you would like a book renewed please contact us *before* the book becomes due. We will contact you with the new due date or let you know that renewal is not possible.

### **Recalls**

All interlibrary loan materials are subject to recall by the lending library. We will notify you if this should occur and you must then return materials immediately

### **Returning Materials**

Materials should be returned to the care of the interlibrary loan department at the front desk. Please try to keep intact any documents or straps affixed to a book so that the book can be properly routed back to the lender.

### **Overdue and Lost Materials**

Your conscientiousness about returning material when it is due or has been recalled will help us maintain good relations with our lending partners. We will grant a three-day grace period after notifying you that your book is overdue. **If a book becomes a month overdue or does not come back to us by the last day of a semester's classes, we reserve the right to declare the book lost.** You are liable for any replacement or repair costs charged by the lending library, plus an additional fee of \$25. If material is lost in the mail you will not be held liable.