

**Geisel Library
Saint Anselm College**

Interlibrary Loan Policy

Purpose:

Interlibrary Loan (ILL) is a service of the Geisel Library Reference Department. Its purpose is to support the research and educational needs of the Saint Anselm College community by borrowing materials not subscribed to or owned by the Library. The Library conducts all transactions in accordance with the National Interlibrary Loan Code and Explanatory Supplement, the U.S. Copyright Law (Title 17, United States Code, Sections 107 and 108), CONTU Guidelines, and special interlibrary loan agreements with consortia libraries.

Eligible Users:

Current students, faculty, staff, and members of the monastic community of Saint Anselm College are eligible to use this service. A current ID card and a library record in good standing are mandatory. Anyone whose Geisel Library or ILL privileges have been suspended for reasons such as multiple overdues or multiple failures to pick up awaiting materials will not be eligible to borrow ILL materials until their record is cleared. Members of the greater Manchester community, alumni, and students at other institutions are not eligible to use this service, but may obtain assistance at the reference desk concerning their information needs.

Eligible Materials:

Books, book chapters, journal articles and some audiovisual materials are eligible for ILL borrowing if they are not available through Geisel Library's physical and online collections. If an item is owned by Geisel Library but noted as checked out, missing, or under repair, an eligible user can request another library's copy through ILL.

The following types of materials usually cannot be requested through ILL:

- Feature films not available from New Hampshire Libraries
- Popular television series that are not available from New Hampshire Libraries—requests for this material are filled only for Faculty/Staff and Monastery
- Audio materials not available from New Hampshire Libraries
- Reference books
- Required class materials
- Reserve materials
- Whole issues of periodicals
- Archival materials
- Rare or valuable materials

Charges:

There is usually no charge to the user for obtaining materials through ILL. However, there are costs involved for the college. For this reason, users are encouraged to only order materials that they will actually use. If the copyright fees to obtain a particular item are considered excessive by ILL staff, the user may be asked to contribute toward the payment of these fees.

Submitting an ILL Request:

The user should consult GeiselCat and Journal Finder to be certain that the needed item is not already available through Geisel Library. Requests must be made electronically by using one of three methods:

- Completing the online ILL request forms that are accessible from the library website
- Using the ILL request link in WebBridge (when searching an online database)
- Using the ILL request link in WorldCat

A separate form must be submitted for each item requested, and all appropriate fields should be entered accurately. Turn-around time for receipt of most materials is usually one to two weeks. The reference staff can assist with any questions regarding the submission of requests. Geisel Library reserves the right to limit the number of requests per

user. If we are experiencing a high volume of requests, we may limit our processing to 5 requests per patron per day; for this reason, we recommend submitting requests in order of necessity.

Notification:

Notification will be sent to the user's SAC e-mail account upon arrival of requested materials, or if questions or problems arise related to a request. E-mail notification for journal articles will include a link to retrieve the posted document. Books and other returnable materials will be held at the Geisel Library Circulation Desk to be picked up within ten business days. If the items are not picked up after this time, Geisel Library reserves the right to return them to the lending library.

Loan Periods and Renewals:

The loan period for books and other returnable material is determined by the lending library and is usually two to four weeks. The due date is clearly noted on the slip that accompanies the ILL material. The due date can also be viewed by logging into the Interlibrary Loan website and selecting "Checked Out Items." Items should be returned to the Library Circulation Desk where there is a special basket labeled *Return ILL Materials Here*.

Renewal requests may be submitted for most Interlibrary Loan materials with the exception of items marked with a "No Renewals" restriction by the lending library. Audiovisual materials may also be ineligible for renewal. Renewal request may be submitted beginning 7 days before the due date. Users should submit renewal requests by logging into the Interlibrary Loan website and selecting "Renew Materials." The user will be notified when a renewal request has been approved or denied. Some lending libraries will not grant renewals for overdue materials. Therefore, it is very important to **request renewals prior to the due date**. Materials not renewed must be returned promptly.

Overdue, Lost or Damaged Materials:

The Library reserves the right to suspend a user's library privileges for non-return of ILL materials two weeks after the due date. This will include borrowing materials from the Geisel Library collections as well as borrowing interlibrary loan materials. In addition, an invoice will be submitted to the Business Office that will reflect the replacement cost of the item as well as a **non-refundable** fine determined by the Geisel Library Circulation Department. Presently, the non-refundable fine for overdue materials is \$25.00 per item. Charges incurred from lost or damaged books will be the responsibility of the requesting user.

Copyright:

Geisel Library adheres to the U.S. Copyright Law (Title 17, United States Code, Sections 107 and 108) and CONTU Guidelines. The Reference Department reserves the right to refuse to fill a request if, in its judgment, fulfillment of the order would involve violation of the copyright law. For additional information, please contact the department as noted below.

Contact:

The Interlibrary Loan Department can be reached by calling 603-641-7303 from 8:30 a.m. - 4:30 p.m. on weekdays or by e-mailing illsta@anselm.edu. Offices hours are subject to change due to holidays, staffing, and inclement weather.