



## POLICY ON INTER-LIBRARY LOAN SERVICES

<b>POLICY NUMBER:</b>	2018-03-POL-AS
<b>TITLE OF THE POLICY:</b>	Inter-Library Loan Services
<b>DATE OF ADOPTION:</b>	12 March 2018
<b>SUPERSEDES:</b>	2015-23-POL-AC
<b>DATE OF IMPLEMENTATION:</b>	Spring 2018
<b>PROJECTED DATE OF REVISION:</b>	Spring 2020
<b>PURPOSE OF THE POLICY:</b>	To establish guidelines for the provision of inter-library loan services to University of The Bahamas students, faculty and staff
<b>ACCOUNTABILITY:</b>	University Librarian
<b>RELATED POLICIES:</b>	Policy on Circulation and Use of Library Materials
<b>APPENDICES:</b>	None

### 1.0 Preamble

University of The Bahamas (UB) shall provide access to resources not owned by UB libraries to UB students, faculty and staff only to support scholarly research and supplement classroom learning. Inter-library loan services will be free of charge. This policy establishes principles to facilitate the sharing and procurement of inter-library loans.

### 2.0 Definitions

- 2.1 Borrowing: process by which items are borrowed by UB libraries from local and international libraries for the use of UB patrons.
- 2.2 Document delivery: supply of photocopies of journal articles or other materials.
- 2.3 Loaning: process engaged by UB libraries to loan materials from UB library collections to other libraries.

### 3.0 Borrowing

#### 3.1 Privileges

- 3.1.1 University of The Bahamas students, faculty and staff only are eligible for inter-library loan services.
- 3.1.2 UB will not offer inter-library loan services to any individual with outstanding library debts, for example, overdue or lost books or unpaid fines.
- 3.1.3 UB will not borrow materials owned by its libraries unless those materials have been declared 'lost' and have not yet been replaced.
- 3.1.4 Inter-library loan materials must be returned to the UB library branch which facilitated the loan, that is, Harry C. Moore Library & Information Centre, Hilda Bowen Library, UB-North Library.
- 3.1.5 Materials borrowed on inter-library loan may not be placed on reserve.

- 3.1.6 Materials are loaned and renewed at the discretion of the lending library only. Non UB libraries are under no obligation to loan materials.
- 3.1.7 UB libraries are obligated to conform to copyright laws and other restrictions imposed by lending libraries and document suppliers.
- 3.1.8 UB libraries will adhere to restrictions placed on the use of materials (for example, short-term loan, no renewal, in library use only, etc.) by lending libraries, as failure to follow restrictions may jeopardize UB libraries borrowing relationships. UB libraries may deny inter-library loan services to patrons who fail to abide by policies as established by lenders.
- 3.2 **Materials and Format**  
Most materials available for circulation in lending libraries are also available for inter-library loan. However, it may not be possible to borrow some materials, for example, audio materials; loose or bound journals (photocopies of specific articles may be possible); manuscripts; microforms; music scores; rare or fragile items; special collection materials.
- 3.3 **Time Frame for Borrowing**  
UB libraries will seek to fill every document delivery request within three (3) business days and every inter-library loan book request within seven (7) days. UB libraries cannot guarantee a specific turnaround time for a request as this will be affected by the policies and procedures of the lending library.
- 3.4 **Costs and Fines**
  - 3.4.1 Inter-library loan (ILL) services are free of charge to UB students, faculty and staff.
  - 3.4.2 Students are limited to seven (7) ILL requests per calendar month. Each request received over the limit will be returned to the student. The student is free to resubmit that request during the next calendar month.
  - 3.4.3 All patrons will be responsible for standard fines and fees for overdue or lost ILL materials as outlined in the *Guide to University of The Bahamas Libraries*.

## 4.0 **Loaning**

- 4.1 **Policy**
  - 4.1.1. Bahamian and Caribbean libraries with whom UB has reciprocal agreements receive first priority for inter-library loan services.
  - 4.1.2. An item loaned to another library can be recalled by UB at any time.
  - 4.1.3. UB accepts inter-library loan requests via FirstSearch, email, and fax.
  - 4.1.4. UB will respond to requests within two (2) working days.
  - 4.1.5. The standard loan period for library books is thirty (30) days. Renewal requests must be submitted ten (10) days in advance of the due date and will be considered on a case-by-case basis.
  - 4.1.6. All borrowing libraries are responsible for compliance with copyright laws and with any UB library usage restrictions.
  - 4.1.7. The preferred payment method for ILL is Ohio College Library Centre (OCLC) IFM. Otherwise, requestors may pay via credit card or certified cheque.
  - 4.1.8. The decision to loan to other libraries is at the discretion of UB library.
- 4.2 **Materials Loaned**
  - 4.2.1 Books in the General Collection are available for inter-library loan.
  - 4.2.2 Books in the Teaching Practice Collection at the Harry C. Moore Library and Information Centre are available for inter-library loan.
- 4.3 **Materials not loaned include**
  - 4.3.1 Archival materials.
  - 4.3.2 Audiovisual materials.
  - 4.3.3 Bound or unbound periodicals.
  - 4.3.4 Microform.
  - 4.3.5 Pan American Health Organization (PAHO) documents.

- 4.3.6 Reference and Reserve books.
- 4.3.7 Special Collections (Bahamian and Caribbean materials, including dissertations).
- 4.3.8 United Nations (UN) documents.
- 4.3.9 World Health Organization (WHO) documents.
- 4.4 Document Delivery
  - 4.4.1 Particular sections of some items from the 'Materials Not Loaned' category may be delivered via photocopy provided there are no copyright or licensing restrictions.
  - 4.4.2 Document delivery services are provided from 9:00 a.m. to 4:30 p.m. (EST), Monday to Friday. Basic service requests are filled within forty-eight (48) hours. The library can provide Express Service as outlined on the fee schedule.
- 5.0 **Cost**
  - 5.1 Inter-library loan charges as outlined in the fee schedule shall apply.
  - 5.2 Borrowing libraries are not assessed overdue fees. However, thirty (30) days after the final due date, unreturned items are billed as 'lost' and standard fees will be assessed the borrowing library.
- 6.0 **Delivery Options**

Materials shall be delivered by Airmail (Bahamas Postal Service) or, when possible, by email or express service (if required by library).
- 7.0 **Return Options**

Items should be returned to the University library via airmail to:

**ILL Services**  
**University of The Bahamas**  
**P.O. Box N-4912**  
**Nassau, N.P., The Bahamas**