

Policy on Inter-Library Loan and Document Services

Title:	Inter-Library Loan and Document Services
Policy number:	POL 035
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Date of Senate approval if required	27/06/2023
Date of Board approval if required	13/09/23
Effective date of implementation	13/09/23
Frequency of review required	The policy should be reviewed every 5 years
Replacing or superseding information	Supersedes Policy on Provision of Interlibrary Loan Services to Students, Faculty and Staff, Policy number 2020-03-POL-AS.
Revision number	
Responsible Office	University of The Bahamas Libraries
Accountable Officer	University Librarian
Related legislation, regulation, policy, or policies	Policy on Circulation and Use of Library Materials.
Appendix/Appendices	None

1. **Authority**

This policy is under the authority granted in the University of The Bahamas Act (2016).

2. **Purpose**

This policy establishes guidelines for providing inter-library loan and document delivery services to students, faculty and staff at the University of The Bahamas. It establishes principles to facilitate the sharing and procurement of inter-library loans and documents (academic journal articles).

3. **Scope**

Through this policy, University of The Bahamas shall provide access to resources not owned by UB Libraries that support scholarly research and supplement classroom learning to UB students, faculty and staff.

4. **Definitions**

4.1 Inter-library loan: The process by which a library requests material from, or supplies material to, another library, whether international or constituent, in the UB Libraries system.

4.2 Material: Books, audiovisual materials and other returnable items, as well as copies of journal articles, book chapters, excerpts and other non-returnable items.

4.3 Inter-library borrowing: The process by which items are borrowed by UB Libraries from local and international libraries for use by UB patrons.

4.4 Inter-library Lending: The process by which UB Libraries lend materials from UB Libraries collections to other libraries, including constituent UB Libraries.

4.5 Document delivery: The supply of non-returnable digital scans or copies of journal articles, book chapters, excerpts or other non-returnable materials.

5. **Policy Statement**

5.1 Borrowing

5.1.1 Privileges

5.1.1.1 Only students, faculty and staff of the University are eligible for inter-library loan and document delivery services.

5.1.1.2 UB Libraries will not offer inter-library loan and document delivery services to any individual with outstanding library debt, for example, unpaid fines which are the consequence of overdue or lost books.

5.1.1.3 Users may place requests for materials through the EBSCOhost databases ILL request link for journal articles and the ILL Request Form for other library materials such as books.

5.1.1.4 UB Libraries will not borrow materials that are owned by its libraries unless those materials have been declared lost and have not yet been replaced.

5.1.1.5 Inter-library loan materials must be returned to the UB Libraries branch which facilitated the loan: The Harry C. Moore Library & Information Centre, the Hilda Bowen Library or UB-North Library.

5.1.1.6 Materials borrowed on inter-library loan may not be placed on reserve.

- 5.1.1.7 Materials are loaned and renewed at the discretion of the lending library only. Non-UB Libraries are under no obligation to loan materials.
- 5.1.1.8 UB Libraries are obligated to conform to Fair Use and copyright laws and other restrictions imposed by external lending libraries, document suppliers and database agreements.
- 5.1.1.9 UB Libraries will adhere to restrictions placed on the use of materials by lending libraries (for example, short-term loan, no renewal, in library use only, etc.), as failure to follow restrictions may jeopardise UB Libraries inter-library loan relationships. UB Libraries may deny inter-library loan and document delivery services to patrons who fail to abide by policies as established by lenders or database licenses.

5.1.2 Materials and Format

While most materials available for circulation in lending libraries are also available for inter-library loan, it may not be possible to borrow some materials, for example, audio materials; loose or bound journals (digital scans or photocopies of specific articles may be possible); manuscripts; microforms; music scores; rare or fragile items; special collections or archival materials.

5.1.3 Time Frame for Borrowing

UB Libraries will seek to fill document delivery and inter-library loan book requests within five (5) days. UB Libraries cannot guarantee a specific turnaround time for requests as the policies and procedures of the lending library will affect this.

5.1.4 Costs and Fines

- 5.1.2.1 Inter-library loan and document delivery services are free of charge to UB students, faculty and staff.
- 5.1.2.2 Students are limited to ten (10) inter-library loan or document 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.
- 5.1.2.3 All patrons are responsible for fines and fees for overdue or lost inter-library loan materials as outlined in the fines and fees schedule found in the latest edition of the *Guide to University of The Bahamas Libraries*.

5.2 Lending

- 5.2.2.1 Bahamian and Caribbean libraries with which UB Libraries has reciprocal agreements will receive first priority for inter-library loan and document delivery services.
- 5.2.2.2 An item loaned to another library can be recalled by UB Libraries at any time.

- 5.2.2.3 UB Libraries accepts inter-library loan and document delivery requests from international libraries via FirstSearch and email.
 - 5.2.2.4 UB Libraries will endeavour to respond to requests within two (2) working days.
 - 5.2.2.5 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.
 - 5.2.2.6 All borrowing libraries are responsible for compliance with Bahamian copyright laws and with any UB Libraries usage restrictions, as may be imposed.
 - 5.2.2.7 The preferred payment method for inter-library loan is the Interlibrary Loan Fee Management (IFM) feature of WorldShare. Otherwise, requestors may pay via credit card or certified cheque.
 - 5.2.2.8 The decision to loan to other libraries is at the discretion of UB Libraries.
- 5.2.3 Materials Loaned
- 5.2.3.1 Books in the Harry C. Moore General Collection and Teaching Practice Collection
- 5.2.4 Materials Not Loaned
- 5.2.4.1 Archival materials
 - 5.2.4.2 Audiovisual materials
 - 5.2.4.3 Bound and unbound periodicals
 - 5.2.4.4 Microforms (microfilm or microfiche)
 - 5.2.4.5 International organisation documents from the United Nations (UN), the World Health Organization (WHO) and the Pan American Health Organization
 - 5.2.4.6 Reference and Reserve books
 - 5.2.4.7 Bahamian Special Collections
 - 5.2.4.8 West Indian Collection
 - 5.2.4.9 Caribbean Dissertation Collection
 - 5.2.4.10 Law Collection
- 5.2.5 Document Delivery
- 5.2.5.1 Particular sections of some items from the “Materials Not Loaned” category may be delivered via digital scan or photocopy, provided there are no copyright or licensing restrictions.
 - 5.2.5.2 Document delivery requests are filled within forty-eight (48) hours of receipt. The library can provide Express Service as outlined on the fee schedule.

5.2.6 Cost

5.2.6.1 Inter-library loan charges as outlined in the fee schedule shall apply.

5.2.6.2 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 for replacement costs of the materials will be invoiced.

5.2.7 Delivery Options

Physical materials shall be sent to the borrowing library by airmail or courier service (if requested) for physical materials and by email for scanned documents.

5.2.8 Return Options

Physical materials only should be returned to the University Libraries by airmail or courier service:

Inter-Library Loan and Document Delivery Services University Libraries
University of The Bahamas
P.O. Box N-4912
Nassau, N.P., The Bahamas