

## **Library Interlibrary Loan Policy**

Roseman University of Health Sciences

(Approved by Admin Council June 1, 2015)

### **I. Interlibrary Loan Privileges**

Interlibrary loan at Roseman University of Health Sciences allows for borrowing materials not owned by the University Library from a network of lending libraries through the National Library of Medicine.

Interlibrary loan (ILL) privileges are available to currently enrolled students, faculty and staff, as well as adjunct faculty, preceptors and alumni, under the following terms. Use of ILL incurs various fees based on the status of the requestor (see fee schedule).

#### **A. Placing of Requests**

Requestors must fill out an ILL request form either in hard copy or online. Requestors are responsible for checking library resources for articles or items before placing a request, as requests for items owned by the University Library will be canceled. Checking out material borrowed from another library indicates acceptance of responsibility for maintaining materials in acceptable condition, returning items on time and paying for any fees incurred.

#### **B. Processing of Requests**

ILL requests are processed Monday – Friday, 7:00 AM – 5:00 PM. Most article requests will be delivered to the requestor within 1-11 business days. Rush requests are usually delivered within 1-4 business days. Rush delivery is only available for article requests. Books and other library materials can take up to 7-21 business days to deliver. Patrons will be notified via email when items are ready for pick up. Due dates for item return are set by the lending library.

#### **C. Copyright Restrictions**

Placing an ILL request implies consent to abide by the copyright law of the United States (Title 17, United States Code) in the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

### **II. Fees and Payments**

Payments must be made to the Bursar’s office at time of the request as per the fee schedule below. Acceptable forms of payment are set by the Bursar’s office and include cash, credit card or check made payable to Roseman University of Health Sciences. The Library will notify the Bursar’s office of any expected payments by alumni or preceptors. Requestor should contact the Bursar’s office for more payment option information.

In the event a check is bounced, the requestor is responsible for the amount of the check plus the non-sufficient fund fees, to be paid in cash or by Money Order made payable to the University. If a student cannot make a cash or Money Order payment, the fees owed will be added to their student account.

<b>Delivery Method</b>	<b>Student Cost</b>	<b>Alumni Cost</b>	<b>Faculty, Adjunct Faculty, Preceptor &amp; Staff Cost**</b>
Regular Delivery	\$3 per article*	\$5 per article	As charged by lender
Rush Delivery (available for articles only)	\$7 per article	\$9 per article	As charged by lender
Book	\$7 per book	\$9 per book (book must be used onsite)	As charged by lender (book must be used onsite)

\* The first two regular delivery articles ordered for students are free. In addition, after every 10<sup>th</sup> paid article, the 11<sup>th</sup> ordered is free of charge.

\*\*Faculty, adjunct faculty, preceptors and staff are responsible for the entire cost of ILL requests as charged by the lending library. Library staff will inform the requestor if a cost will be incurred; the corresponding College Dean/Program Director will also be informed so they may have the option to approve payment from the unit budget.

### **III. Cancellations & Refunds**

Orders may not be cancelled once the order is placed. Refunds will not be made for cancellations. Payments will be only refunded if a request is unable to be filled.