

LIBRARY INTERLIBRARY LOAN POLICY

Approved by Administrative Council 11/28/16; Update Approved by

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Interlibrary Loan Privileges

Interlibrary loan services at Roseman University of Health Sciences allows for requesting articles, book chapters, or books and other physical materials not owned or subscribed to by the University Library from a network of lending libraries through the National Library of Medicine and other sources.

Interlibrary loan (ILL) privileges are available to currently enrolled students, faculty (including adjuncts), staff, preceptors, and alumni, under the following terms. Residents and other associates who are not also either current Roseman students, faculty or employees do not have ILL privileges.

Placing Requests

Requestors fill out an ILL request form through the Library's online system. Requestors are responsible for checking library resources for articles or items before placing a request, as requests for items owned or subscribed to by the University Library will be canceled. Checking out books and other physical materials borrowed from another library indicates acceptance of responsibility for maintaining materials in acceptable condition, returning items on time and paying for any fees incurred that may be required by the lending library.

Processing of Requests

ILL requests are processed Monday – Friday, 8:00 AM – 5:00 PM. Most article requests will be filled within 1-7 business days. Books and other physical materials can take 7-21 business days to deliver. Patrons will be notified via email when items are ready for pick up. Articles and other electronic materials will be delivered electronically. Due dates for borrowed books and other physical materials are set by the lending library.

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.” Users of a requested work are

responsible for determining lawful uses. 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.

Fees and Payments

The Library does not charge for interlibrary loan requests, however, if there are special fees associated with a request beyond what the library normally supports, it will be discussed with the requestor before the item is obtained. All payments are handled through the Bursar’s office.

Cancellations

ILL requests may not be cancelled by the requestor once the order is placed, however, orders may be cancelled by library staff if a request is unable to be filled.