

Piedmont Virginia Community College

I – Academic Affairs Policies

I.80.0 Interlibrary Loan Policy/Procedures Betty Sue Jessup Library

Policy #:	I.80.0
Effective:	September 2008
Revised:	
Responsible Dept.:	VPISS

PURPOSE

The Interlibrary Loan Policy is the official library document providing access to materials related to coursework that are not available in the Jessup Library. This policy provides guidelines and procedures for participating as a borrower and lender in the process.

GENERAL INFORMATION

Books may be borrowed and photocopies of journal articles may be acquired from other libraries in the Commonwealth of Virginia and the United States. The Jessup Library adheres to the VIVA (The Virtual Library of Virginia) Interlibrary Loan Guidelines (2004) and the Copyright Law of the United States (Title 17, U. S. Code).

APPLICABILITY

Interlibrary loan services are open to Piedmont Virginia Community College faculty, staff, and currently enrolled PVCC students (online, face-to-face, and dual enrollment). Mary Baldwin and Old Dominion students must register at the circulation desk. Community users not currently enrolled in classes should use the interlibrary loan services at the Jefferson Madison Regional Library.

POLICY

The Jessup Library will borrow materials for faculty, staff and currently enrolled students. These materials must be related to coursework or business of the college. Only books published prior to the current year may be borrowed. The Jessup Library will not borrow course textbooks or other books used as texts for students. Jessup Library users are not charged for borrowing books or photocopies of journal articles; the library will only acquire materials for students from libraries that do not charge fees for loaning materials. Students are limited to requesting three books and ten periodical articles at a time; however, exceptions will be made on a case by case basis. Additional materials will not be ordered until the transactions are completed. Renewals are dependent upon the renewal policies of the lending library. The lending time period is dependent upon the policies of the lending library.

RESPONSIBILITY

Students and faculty members requesting interlibrary loans are responsible for returning the borrowed items to the Jessup Library. If a book is damaged or lost, the requestor is responsible for the fee charged by the lending library. Failure to pay will result in the requestor losing interlibrary loan borrowing privileges and having a "hold" placed on their college record.

The Jessup Library staff is responsible for ordering all interlibrary loans and participating as a lender as well as a borrower of interlibrary loans.

PROCEDURES

Students, faculty, and staff may order interlibrary loans by filling out book or article loan forms in the library or by using the online interlibrary loan request form found on the library's web page, http://www.pvcc.edu/library/interlibrary_loan_form.htm.

All books and photocopy requests are processed by Virginia lending libraries within forty-eight hours. Lending libraries usually send books within two to four days, but occasionally it may take as long as a week to receive a book.

Students and faculty must come to the Jessup Library to check out all interlibrary loaned books. Online students outside of the service region may have books and articles mailed to them.

The library staff will email or call the requestor when the borrowed items have been received. All interlibrary loans requested are ordered through OCLC (Online Computer Library Center, Inc.). The library staff will follow the Jessup Library Interlibrary Loan Procedures for Borrowing established in January 2008.