

# **Piedmont Virginia Community College**

## **I – Academic Affairs Policies**

### **I-80.0 Interlibrary Loan Policy/Procedures Betty Sue Jessup Library**

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Policy #:	I-80.0
Effective:	August 2008
Revised:	March 2016
Responsible Dept.:	VPISS

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#### **1. PURPOSE**

The Interlibrary Loan Policy is the official library document outlining 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.

#### **2. 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 (2013) and the Copyright Law of the United States (Title 17, U. S. Code).

#### **3. 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.

#### **4. 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. 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 six 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. The lending time period and renewals are dependent upon the policies of the lending library. All interlibrary loans are due on the date noted or at the end of the semester, whichever is earlier.

#### **5. 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.

It is the responsibility of the requestor to pick up an interlibrary loan item within seven business days after notification. Failure to do so may result in suspension of interlibrary loan privileges for the remainder of the semester. Items will be returned after the 8<sup>th</sup> business day of receipt if not picked up by the requestor.

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

## 6. PROCEDURES

Students, faculty and staff may order interlibrary loans by using the online interlibrary loan request form found on the library's Web page, <http://www.pvcc.edu/student-services/library/interlibrary-loan-request>.

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 at the main campus must come to the Jessup Library to check out all interlibrary loaned books. Students and faculty at off-campus sites will have interlibrary loan books shipped to them via inter-site courier. Online students outside of the service region may have books mailed to them. Journal articles will be sent to the requestor via email.

The library staff will email or call the requestor when the borrowed items have been received. The requestor must pick up all materials within seven business days after notification. All interlibrary loans are requested through OCLC (Online Computer Library Center, Inc.).