

Interlibrary Loan Lending

Lending Policies [*for other Libraries only*]

James E. Shepard Memorial Library agrees to make its materials available to other libraries. Our library will reserve the right to decide whether a particular item should or should not be provided, and whether the original or a copy should be sent. The conditions of this service are based on the National Interlibrary Loan Code, the Interlibrary Loan Code for North Carolina Libraries, and all applicable Copyright Laws (Title 17, US Code).

Loan Requests

Shepard library will accept requests via OCLC Illiad.

The borrowing library must submit requests in standard format as prescribed in the Codes listed above.

Length of Loan

Loan periods are generally 31 days, unless otherwise indicated in this policy. Photocopies should not be returned.

Processing Time

We process loan requests for original materials on the same day. Photocopies require 2 days to process.

Renewals

Renewals will usually be granted for a 2-week period, unless those materials have been requested by NCCU students, faculty or staff. Renewal that have been requested to be placed on Reserve.

Material Available for Loan and Restrictions

- Monographs
- Theses and Dissertations: Reproduction only allowed with the written permission of the Author
- Documents
- Newspapers on Film
- Microforms

Material Not Available for Loan

- Rare or valuable material, including manuscripts.
- Treasure Room books and documents.
- High demand material- best sellers, newly published, current events, textbooks, reserve items.
- Non-circulating material-reference books, periodicals, and audiovisual materials.
- Bulky or fragile material-shipping may be difficult or cause damage.
- Media and test material.
- DVDs, CDs or VHS materials.

Charges

For **Loans** (physical items to be mailed):

- Not-for-profit Institutions: No charge
- For-profit Institutions: No charge

For **Copies** (photocopies of articles, etc):

- Not-for-profit Reciprocal Institutions: No charge
- Not-for-profit non-Reciprocal Institutions: No charge
- For-Profit Institutions: No charge

Requests for copies of more than 50 pages will be considered on a case-by-case basis.

Shepard Library does not charge for copies (up to a maximum of 50 pages). If more than fifty pages, Shepard Library reserves the right to make alternate lending arrangements or deny the request.

Overdue & Lost Books

Overdue notices are sent out at 30 and 60 days. If the item has not been returned within ninety days it will be assumed lost and the borrowing institution will be billed for the replacement cost of the material according to library policy regarding lost library materials.

If no response is received from the borrowing institution within thirty days from the bill date, the borrowing institution's privileges may be suspended until payment or a resolution has been agreed upon.

Billing

Materials are invoiced after delivery of the material.

We accept two payment methods: money-orders and checks.

Methods of Delivery

Shepard Library will normally deliver loan materials (physical items such as books) through the US Mail. All materials must be returned in the same condition as received.

Shepard Library will deliver copies (e.g. photocopies of journal articles) via the best available method, preferably electronically. We currently are able to deliver copies electronically via Illiad Odessey, by PDF email attachment, by fax, and by US Mail. The preferred method of delivery is electronic via Illiad Odessey, but we will mail, email or fax to non-Illiad Odessey institutions.

Rush Orders

Taking into account volume and workload, Rush orders are done at the discretion of the library staff. Every attempt will be made to get the request in the needed time span, but this cannot be guaranteed.

We do not have an additional charge for Rush Orders outside of the normal fee structure. We will provide delivery using the quickest and most appropriate method.

Copyright Compliance

All interlibrary loan functions shall be in compliance with the Copyright law and its guidelines. In order to accomplish this compliance, the library will adhere to the copyright guidelines with regard to CCG and CCL.

The requesting library shall indicate compliance with CCG or CCL.

Reciprocal Agreements

As an integral part of the Interlibrary Loan system, Shepard Library has reciprocal agreements with other libraries. These agreements are designed to complement our collection and help fill patron needs efficiently and cost-effectively.