

NCCU Interlibrary Loan Policies

I. Mission of the ILL Department

The mission of the Interlibrary Loan Department (ILL) is to locate and acquire, whenever possible, materials not owned by James E. Shepard Memorial Library for the educational and research needs of the University community. This may include, but is not limited to, books, journal articles, documents, and audio-visual materials. The ILL department is also responsible for the lending of materials owned by James E. Shepard Memorial Library to other institutions when the requests fall into the guidelines stated here.

Shepard Library complies with the National Interlibrary Loan Code, the Interlibrary Loan Code for North Carolina Libraries, the Guidelines for Selective Users of the North Carolina Online Union Catalog, the Model Interlibrary Loan Code for the University of North Carolina, and all applicable Copyright Laws (Title 17, US Code).

II. Purpose of ILL Guidelines

The purpose of this statement is to describe the services and resources which are offered by the department, to set standards and guidelines for service, to provide guidance for those working in the ILL department and those being trained and to serve as a source of policy information for potential borrowing institutions.

Interlibrary Loan borrowing is a courtesy extended to **NCCU students, faculty and staff** to have access to resources that are not in our collection. This courtesy is not to be abused. Therefore, we will abide by the following:

The Shepard Library will work diligently to locate, and acquire the materials that you need. However, the lending library will determine the availability and loan period for all materials. If a charge is incurred as a result of materials being borrowed on your behalf, **you**, the Interlibrary loan borrower will be responsible for paying the charge.

- The loan policies and charges for overdue materials and lost or damaged books are set by the lending libraries. Interlibrary loan borrowers are subject to these policies and are responsible for any charges incurred.
- All fines and charges are the sole responsibility of the interlibrary loan borrower, not their home institution.
- Unpaid fines or charges (incurred as a result of NCCU borrowers abusing their borrowing privileges) will be applied to their NCCU account. There will be a hold on the interlibrary loan borrower's account until the fines or charges are paid in full.
- Borrowers are to immediately adhere to recall notices for materials.
- Library privileges may be denied any applicant with a delinquent record in either his/her home library or any cooperating library, or for other sufficient reason.
- The interlibrary loan staff, or a designated official of the borrower's library, serves as an agent in negotiations between the other libraries and the borrower.
- The designated interlibrary loan staff of the borrower's university will assist the lending library in effecting the return of overdue materials and collecting unpaid charges.
- **This policy will be enforced.**