



Midwest Transportation Knowledge Network

INTERLIBRARY LOAN GUIDELINES

Approved 9/10/14

Resource sharing among libraries is dependent on a high level of commitment to interlibrary loan. These Interlibrary Loan (ILL) Guidelines are a voluntary agreement to govern the exchange of materials among the Midwest Transportation Knowledge Network members.

These Guidelines are based on the premise that lending among libraries to make necessary materials accessible to a transportation professional or practitioner is in the interest of the entire transportation community and should be encouraged.

A. Principles

All participating libraries will contribute holdings information to the OCLC database and keep these holdings up-to-date.

The availability of interlibrary loans does not relieve any participating library of the responsibility for developing its own collection. Each library should provide the resources to meet the ordinary study, educational, instructional, informational, and research needs of its users. No library should depend upon another to supply the recurring needs of its clients.

B. Purpose

The purpose of interlibrary loan as defined by these ILL Guidelines is to obtain, upon request from a Network library, material not available in the requesting library. The term "library material" includes all formats of library materials.

C. Definition

Use of the word "libraries" in this document means member libraries of the Midwest Transportation Knowledge Network.

Interlibrary loans are transactions in which library material, or a copy of the material, is made available by one Network library to another, upon request.

The due date is the date the item must be back at the lending library.

D. Scope

1. Interlibrary loan is a mutual relationship and libraries should be willing to supply materials as freely as they request materials.
2. A Network library may request a loan or a photocopy of any library material needed. The lending library will determine whether a particular request should or should not be filled, and whether the original or a copy should be sent.
3. Network libraries should make every effort to ensure fair and equitable distribution of the interlibrary loan load.
4. Network libraries should have their own ILL policies and procedures in addition to these ILL Guidelines, and should publish these policies online in the OCLC ILL Policies Directory if possible. However, libraries are not required to be OCLC Suppliers. As long as a member library's holdings are included in the OCLC database, a borrowing library can request the item by e-mail, telephone, etc., rather than through OCLC ILL.

E. Responsibilities of the Borrowing Library

1. The borrowing library is responsible for providing the proper bibliographic citation for each request. A source of verification should be cited.
2. The borrowing library should request interlibrary loan materials by mail, fax, telephone, or electronically via e-mail or OCLC.
3. The borrowing library shall always provide a telephone number with each request, so the lending library can easily contact them if there are questions about the request.
4. The borrowing library shall provide at least one of the following for the delivery of photocopies: valid Ariel address, e-mail address, and/or fax number.
5. The borrowing library should include a "Need By" date with each request.
6. The borrowing library must comply with the U.S. Copyright Law (Title 17, U.S. Code) and its accompanying guidelines. A copyright compliance statement must be included on each copy request.
7. Where feasible and cost effective, borrowing libraries should avoid concentrating the burden of requests on a few libraries.
8. The borrowing library is responsible for honoring due dates and recalls on borrowed materials as set by the lending library. All material on loan is subject to immediate recall, and the borrowing library shall comply promptly.
9. The borrowing library should request a renewal before the item is due.

10. The borrowing library will comply with the conditions of the loan, including any restrictions placed by the lending library on the use of the materials borrowed.
11. The borrowing library is responsible for returning materials promptly and in good condition. The borrowing library is responsible for packaging the material so as to insure its return in good condition. All shipments shall be labeled “Interlibrary Loan” on the outside of the package.
12. The safety of borrowed material is the responsibility of the borrowing library from the time the material leaves the lending library until it is returned to the lending library. If damage or loss occurs, the borrowing library shall reimburse the lending library or provide for replacement, in accordance with the preference of the lending library.
13. The borrowing library agreeing to abide by this agreement should be sure to include in any loan request the maximum cost the library is willing to pay for the material.

F. Responsibilities of the Lending Library

1. The decision to lend material is at the discretion of the lending library. The Midwest Transportation Knowledge Network members are encouraged, however, to interpret as generously as possible their own lending policy with due consideration to the interest of their primary clientele.
2. The lending library must comply with the U.S. Copyright Law (Title 17, U.S. Code) and its accompanying guidelines. A copyright compliance statement must be included on each copy request filled.
3. The lending library should consider filling all requests for material regardless of format, but has the right to determine what material will be supplied on a request-by-request basis.
4. The lending library should process requests promptly. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling it.
5. The lending library should include a copy of the original request, or information sufficient to identify the request, with each item.
6. The lending library should state the due date for the loan and/or any restrictions on the use of the material lent, and any special return packaging/shipping requirements.
7. The lending library should ship material in a timely and efficient manner to the location specified by the borrowing library. Loaned material should be packed to prevent loss or damage in shipping. All shipments shall be labeled “Interlibrary Loan” on the outside of the package.

8. The lending library shall deliver photocopy requests to the borrowing library using the following means (in descending order): electronically, by fax, by mail, or in order of the borrowing library's preference.
9. If the lending library is digitizing a federal document to fulfill an ILL request, the library is encouraged to also provide a copy of the document to the National Transportation Library (NTL) in .pdf format.
10. The lending library should respond promptly to requests for renewals.
11. The lending library may recall material at any time.
12. A statement of interlibrary loan policy and charges will be provided to libraries either online or in writing upon request. This statement should be reviewed annually.
13. The lending library is responsible for informing the borrowing library of its apparent failure to follow the provisions of this agreement.
14. A lending library will not require information about the status of the individual for whom material is being requested.

G. Fees

1. Participating network libraries will not charge each other for the following:
 - Fees for handling interlibrary loan requests
 - Postage and other transportation charges
 - Photocopying or electronic delivery (including fax and Ariel transmissions) of a reasonable number of pages per request
 - Insurance
2. For requests of more pages than the lending library deems reasonable, the lending library should contact the borrowing library promptly and explain the necessary charges. If the request was made through OCLC, the lending library can respond with a "Conditional" and explain the need for charges in that manner.
3. The borrowing library should be prepared to assume costs for lost and damaged materials, and any other costs not excluded by these Guidelines.

H. Violation of Guidelines

Interlibrary loan is a privilege, not a right. Each Network library is responsible for maintaining the provisions of these Guidelines in good faith. Continued disregard of any provision of these Guidelines is sufficient reason for suspension of borrowing privileges after prior warning. The decision to suspend borrowing privileges will be made by the affected library or libraries.

I. Withdrawal from the Guidelines

If for some reason a member library is unable to follow the ILL Guidelines, either temporarily or permanently, a statement in writing to that effect should be submitted to the Executive Committee of the Midwest Transportation Knowledge Network as soon as is practical. If the withdrawal is expected to be temporary, the statement should include an approximate date when the library plans to resume participation in ILL. The member library can continue to participate in other Network activities.