

**VCU LIBRARIES
REGULATION MANUAL**

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| Interlibrary Loan Services | Approved: August 16, 1988 |
| | Revised: February 10, 2006 |

Purpose

VCU Libraries Interlibrary Loan Services meets the research, education, patient care and administrative needs of VCU faculty, staff and students and VCU Health System staff by providing access to materials not available or licensed by the VCU Libraries. The VCU Libraries also shares owned materials with other libraries upon request. The following regulations govern these material borrowing and lending activities.

Regulation

General

Interlibrary Loan is an inter-institutional service between libraries.

Borrowing Regulations for VCU Patrons

1. Interlibrary Loan borrowing requests can be submitted by current VCU faculty, staff, and students using ILLiad.
2. A separate ILLiad form must be used for each request.
3. Resource Delivery Services will not accept requests for:
 - textbooks.
 - materials for non-VCU related use.
 - non-circulating materials (reference, reserves, secured collections, special collections) owned by VCU Libraries.
 - journal articles that are available and licensed by VCU Libraries unless the item is at the bindery, damaged, lost, missing, on order, or in processing.
4. Some materials requested may be restricted in usage and subject to special responsibility handling requirements.
5. All types of materials (books, videos, DVD, cassettes, etc.) will be requested if a lending library can be identified.

6. Books will be requested from international libraries by special arrangement.
7. Photocopies will be delivered according to users' instructions. Materials that are not picked up within 10 days of notification will be sent to the address listed in the ILLiad user profile.
8. VCU Libraries subsidizes interlibrary loan delivery costs with the exception of FedEx delivery of books. Delivery choices include:
 - Electronic delivery (PDF)
 - Fax
 - FedEx
 - First Class USPS Mail
 - Lanter Delivery Services
9. There is no charge for Interlibrary Loan Borrowing except for delivery of book/media requests. Refer to the Resource Delivery Services Web site section on [Services and Fees](#) for more information.

Lending Regulations for Libraries

1. Lending requests will be accepted directly from libraries, not individuals.
2. All VCU Libraries materials that normally circulate will be loaned to other libraries. In addition, microforms will be lent that are not periodicals, newspapers, or patents.
3. The loan period for all material is eight weeks with the exception of multimedia (film, video, cassettes, CD, and DVD). The loan period for multimedia and the Cabell Library Film Video Collection is generally 3 weeks, but may vary due to high use and purchase restrictions.
4. No renewals are allowed on materials loaned.
5. Requests from other libraries must be submitted via OCLC, DOCLINE, or ALA forms by mail or fax.
6. International Libraries:
 - Books will be loaned to foreign libraries by special arrangement.
 - Photocopies or electronic copies will be sent to international libraries.
7. Fees: There are charges for interlibrary loan services to libraries with which VCU Libraries has no reciprocal agreement. Refer to the Resource Delivery Services Web site section on [Information for Other Libraries](#) for more information.