



# Interlibrary Loan

## Resource Sharing and Delivery

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### **Purpose**

VCU Libraries Interlibrary Loan Services meets the research, education, clinical 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.

### **General**

Interlibrary Loan is the process by which a library requests materials from another library for its faculty, staff, students and affiliates. Libraries use established American Library Association guidelines and Interlibrary Loan Codes for the United States as well as international guidelines.

### **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. Patrons are limited to 50 active requests in ILLiad at any given time.
4. Resource Sharing and Delivery will not borrow:
  - a. textbooks.
  - b. materials for nonVCU related use.
  - c. circulating and noncirculating materials (reference, reserves, secured collections, special collections) owned and available in the VCU Libraries unless the format does not meet the patron's needs.
  - d. 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.

5. VCU Libraries will accept requests for materials owned by VCU Libraries when:
  - a. The format owned by VCU Libraries does not meet the user's need. For example, the Libraries owns a video copy but the user needs the DVD copy.
  - a. Restrictions on VCU Libraries copy does not meet the user's needs. For example, a book in CHEC that does not circulate; or the Libraries copy is restricted to in library use only and the patron is a distance user who does not visit the campus.
  - b. The Libraries copy is not available. For example, the item is checked out, at the bindery, missing, lost or on order.
6. Some materials requested may be restricted in usage and subject to special handling requirements.
7. All types of materials (books, videos, DVD, cassettes, etc.) will be requested if a lending library can be identified.
8. Books may be requested from international libraries by special arrangement.
9. Photocopies will be delivered electronically as PDFs via the user's ILLiad record.
10. VCU Libraries subsidizes interlibrary loan delivery costs with the exception of UPS delivery of returnables. Delivery choices include:
  - a. Electronic delivery (PDF)
  - b. Fax
  - c. UPS
  - d. First Class USPS Mail
11. There is no charge to VCU employees, students and some affiliates for interlibrary loan borrowing.

### **Lending Guidelines for Libraries**

1. Lending requests will be accepted directly from any academic, public or special library, not individuals.
2. All VCU Libraries materials that normally circulate will be loaned to other libraries. In addition, microforms and materials located in storage will be loaned for short periods.
3. The loan period for all material is eight weeks with the exception of multimedia (film, video, cassettes, CD, and DVD) and bound journals. 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. The loan period for bound journals is negotiated with the borrowing institution

and will include special shipping and handling instructions. Additional days may be added to the loan period to compensate for shipping time

4. Renewals are allowed on materials with low usage as well as when there is no demand by VCU patrons. The renewal period is 14 days. There is no renewal on multimedia and bound journals.
5. Requests from first time borrowers may be submitted via OCLC, DOCLINE, Rapid or ALA forms by email, mail or fax. Institutions that do not participate in OCLC, DOCLINE or Rapid will be required to submit all requests after the first one through ILLiad web.
6. International Libraries:
  - a. Photocopies or electronic copies will be sent to international libraries.
  - b. Books may be loaned to some international libraries (Mexico, Canada and U.S. Territories Puerto Rico, Guam, Northern Mariana, Virginia Islands, Samoa) by special arrangement. Under special circumstances, international libraries may negotiate loans of returnable items.
7. Fees: There are charges for interlibrary loan services to libraries which do not have a reciprocal agreement with the VCU Libraries. [Information on ILL Lending](#)