

Forsyth Library Interlibrary Loan Policy & Procedures

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. ⁱ Interlibrary loan is available to FHSU students and employees when material is needed that Forsyth Library does not own to support teaching, learning and research. Interlibrary loan users must be in good standing with no overdue materials and no outstanding fines or fees due to the library. Users must pick up materials in person and present a Tiger Card for check out at the Learning Commons Desk in Forsyth Library.

Information for Forsyth Library Users

Who May Borrow?

All current or retired FHSU faculty and staff and all currently enrolled undergraduate and graduate students in good standing may request materials through Interlibrary Loan. Due to the cost of providing interlibrary loan services, ⁱⁱ others who are not affiliated with FHSU are not normally eligible for interlibrary loan services.

What May be Borrowed?

Each library that shares material through interlibrary loan may decide what materials they are able to share with other libraries through interlibrary loan. Some requests may go unfilled because no library is able to lend the requested material.

These materials may generally be requested:

- Books (print)
- Articles from journals, magazine or newspaper articles
- Photocopies of book chapters
- Theses and dissertations
- Microforms
- Audio materials (audio books or compact discs)
- Videos (VHS or DVD)

These materials are generally not available through interlibrary loan:

- Textbooks and other material currently sold for courses offered by FHSU or other institutions
- eBooks
- Computer software
- Current journals and magazine
- Genealogy materials
- Archival materials
- Paper newspapers
- Rare or fragile materials

Requesting materials

All requests for interlibrary loan must be made online using the Forsyth Library interlibrary loan system (ILLiad) <http://www.fhsu.edu/library/ill/> . First time users will be required to set up an account to use when requesting materials.

Requests for interlibrary loans will be sent to lending libraries within 1 business day. The turnaround time can vary depending on the type of material and location of the lender. Physical items borrowed from other libraries in Kansas are usually received within 3 to 5 days. Items borrowed from libraries out of state may take longer. Electronic copies of articles are usually available within 1 or 2 days. Users will be notified by email.

Length of Loan

The length of a loan for physical materials are determined by the lending library and can vary from three to eight weeks. The average loan period is three or four weeks. The due date is posted on the cover. Electronic copies of articles remain available through the ILLiad online system for 30 days.

Occasionally, items may have additional restrictions from the lending library such as “In-library use only.” Users must abide by any lending library restrictions.

Renewals

The lending library determines whether or not a book can be renewed and for how long. A renewal is not guaranteed, some lending libraries will not allow renewals. Renewals can be requested through ILLiad or by contacting our department at iloan@fhsu.edu or by calling 785-628-4531 between 8:00am and 4:30pm and leaving a message if no one is available to take the call.

Charges for Borrowing Materials

The average cost for a single interlibrary loan request can range anywhere from \$14-\$20. Most often, Forsyth Library will provide material through interlibrary loan without charge to the user. In some cases, there may be fees for high cost items, additional copyright costs, or charges by the lending library. If there are fees associated with the loan, we will contact the user before ordering to see if the user is willing to pay the fee.

Overdue and Lost Item Charges

Library users are responsible for any costs for lost, damaged, or stolen interlibrary loan materials. Fees are set by the lending library and will be passed on in full to the user.

- Once notified of a lost or damaged item, our staff will contact the lending library to determine the charges.
- The borrower is responsible for all charges associated with a lost or damaged item.
- Privileges may be blocked and a hold may be placed on your transcript until these charges are paid.

Fees and Penalties

Library borrowing privileges will be suspended for patrons who do not return items on time. Patrons will be charged fees for any lost materials or materials returned damaged as determined by the lending library.

Interlibrary Loan Information for Other Libraries

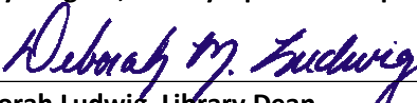
- I. Lending
 - A. Users
 - a. Forsyth Library strives to provide Interlibrary Loan services to all public, governmental and academic libraries within the United States.
 - b. Other outside entities may submit requests which will be evaluated by our library.
 - B. What can be borrowed
 - a. Forsyth Library is willing to lend most items from within our library except for: periodicals, certain special collection materials, newspapers, e-books, microfilm, and bestsellers.
 - b. The library may restrict the use of certain materials at the discretion of the librarian.
 - c. If copyright and time allows, photocopies may be made of items that cannot be borrowed.
 - C. Requesting materials
 - a. All requests should be made through OCLC or Kicknet.
 - b. Our library accepts rush requests and will fill these if time permits.
 - D. Turnaround time
 - a. Forsyth library strives to provide materials as quickly as possible. Most requests are filled within 3 business days.
 - E. Loan period
 - a. The regular loan period for materials is five weeks. Requests for a longer loan period will be considered on a case by case basis.
 - b. Renewals are allowed on most materials by request.
 - F. Charges
 - a. Forsyth Library will not charge for lending materials.
 - b. The library will charge the borrowing library if a material is lost, damaged, or stolen
 - G. Overdue and lost material charges
 - a. The borrowing library is responsible for any lost or damaged items.
 - b. All lost or damaged materials are subject to Forsyth Library's rules and regulations.
 - c. Charges will be determined based on the material lost or damaged.



Lacey Wegner, Library Operations Specialist

10/29/2019

Date



Deborah Ludwig, Library Dean

10/29/2019

Date

Additional Resources:

ⁱ Interlibrary Loan Code for the United States <http://www.ala.org/rusa/resources/guidelines/interlibrary>

ⁱⁱ A 2012 study by a Kansas Librarian calculated the average cost to the borrowing library for a physical volume at \$12.11 and the cost for the lending library at \$5.21 for a total transaction cost of \$17.32.

<https://kuscholarworks.ku.edu/handle/1808/9655>