

MSdL INTERLIBRARY LOAN POLICY

(Approved by the Montana State Library Commission on _____, 2005)

Background

Interlibrary loans (ILL) occur between cooperating libraries as a tool to enhance access to materials. As physical collections of individual libraries have become increasingly specialized in order to avoid collection duplication between nearby institutions, interlibrary loans have become a way of expanding and enhancing offerings without constantly increasing the budgets necessary to acquire new titles.

Interlibrary loans are not a substitute for developing a library's own collection. Items in frequent demand are monitored and if popular, they are reviewed for purchase at the Montana State Library.

Our library embraces the principles endorsed in the [ALA Interlibrary Loan Code](#), [U.S. Copyright Law](#), the [\(CONTU\) guidelines](#) on journal articles published fewer than five years before the date of request, and state laws governing confidentiality of records.

Patron Requirements

Any state employee and contractor holding a valid [Montana State Library card](#) is eligible to request ILL service. Non state employees and private citizens are required to request ILL service through their local public library.

Montana State Library patrons may request ILL service either [online](#) or by email. To request a book, the author, title and year of publication (if available) are necessary. To request a journal article, please send an email to MSLLoan@mt.gov with the complete article citation (which should include the full journal title, date of publication, page number(s), author and title).

The ILL borrowing privileges of patrons with significantly overdue materials and/or fines in excess of \$5.00 are suspended until these problems are resolved. Failure to return ILL items on time or pickup items ordered through ILL will result in suspension of ILL privileges.

When materials are lost or returned late the borrowing privileges of the Montana State Library are jeopardized. If an item received through ILL is lost or damaged, the patron is responsible for all overdue fines, the cost of the item plus shipping, and any processing fees charged by the lending library. An item overdue more than one month will be presumed lost and the cost of the item will be charged to the patron and borrowing privileges suspended until payment is received.

Library Requirements

There is no limit to the number of items that may be requested per researcher at any one time, however in consideration of other employees and the number of outstanding requests at any one time, it may necessary to process a limited number of requests per patron per day. Our library tries to provide ILL service as quickly as possible and attempts to transmit all requests within 24 hours. Service time depends on the lending library and the materials requested. The availability of interlibrary loan materials depends on the willingness of other libraries to lend their materials. It is not guaranteed. Rush requests are accommodated as resources allow. Patrons will be notified by telephone or email upon receipt of their requests.

The following materials are exempt from Interlibrary loan:

1. Materials that have been published within the last six months
2. Reference materials that do not circulate
3. Manuscripts, maps, microfiche and microfilm are not loaned
4. Materials limited by license agreements
5. Equipment, hardware or software

The Montana State Library reserves the right to refuse to lend or request certain materials because of US Copyright restrictions.

Loan Period, Renewals and Charges

The loan period for items borrowed from other libraries is set by the lending library, which may also impose restriction on the use of their items (such as renewals). The ILL of an item will be limited to one request per patron for the same title every three months. Materials must be returned by the due date listed on the wrapper, unless renewal is authorized. Renewals are available via email or by telephone request (406-444-3016) if the item is not in demand by another researcher.

For materials lent by Montana State Library, the circulation period is the same as that for regular circulation with one extra week added for transit time.

Materials obtained through ILL must be returned to the Montana State Library to maintain accountability for them. Materials may not be returned to the lending library or any other library. The ILL wrapper on the book should not be removed except by library staff.

There is no charge for placing an ILL request. There are no charges for photocopies. However, failure to pick up an ILL request will result in a charge. Overdue and non-pickup of ILL materials accrue at \$1.00 per day with no maximum charge.