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| Policy Number | 113.000 |
| Policy Title | LIBRARY INTERLIBRARY LOAN POLICY |
| Responsible Officers | Library Director |
| Responsible Offices | Library |
| Summary | This policy governs the use of Interlibrary Loan by the faculty, staff, and students of Columbia International University. |
| Definitions | Interlibrary Loan – lending and borrowing of books between participating libraries. |
| Approving Body | Academic Council, Administrative Council |
| Approval Date | April 3, 2017; April 10, 2017 |
| Last Revision | |
| Re-evaluation Date | Fall 2022 |
| Departmental Impact | Library, Faculty, Staff, Students |

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

The library provides interlibrary loan service for current CIU students, faculty, and staff. The G. Allen Fleece library both lends library materials to other libraries across the country as well as borrows library materials from other libraries.

Library staff will process interlibrary loan requests made by CIU students, faculty, and staff, and notify the individual when the item has arrived or if it is not available.

If there is a charge for the interlibrary loan, the student, faculty, or staff member will be notified and the request shall be closed. Exceptions will be made at the discretion of the library staff.

Interlibrary loan requests will not be made for items available in the CIU library or through PASCAL Delivers. Exceptions will be made at the discretion of the library staff.

Rationale

This policy was created to govern CIU’s use of Interlibrary Loan, a service which provides access to public, private, and academic libraries across the United States and several libraries worldwide.

The advantage of CIU participating in Interlibrary Loan is that it allows students, faculty and staff the ability to request and receive books through a worldwide online catalog which contains more than 12 million titles.

We abide by the CONTU guidelines, including the “Rule of Two” and the “Suggestion of Five.” “Rule of Two” allows for to one article per issue per patron. “Suggestion of Five” allows for no more than five copies of articles, chapters, or portions of periodicals and non-periodicals per given calendar year.

Policy Procedures

Each day the CIU Library Staff processes, ships and receives interlibrary loan requests for using the OCLC.org website, ensuring that the requested items get to the respective patrons in a timely manner.

Hyperlinks

www.ciu.edu/policy

www.oclc.org

www.digital-law-online.info/CONTU/PDF/index.html