

Interlibrary Loan Policy

Borrowing privileges

Interlibrary loan services are provided to Paul Smith's College students, faculty and staff as well as members of the public with valid library cards. Members of the public are limited to three book requests at a time, although we will process as many article requests as is reasonable, depending on the department's workload. There is no limit to the number of requests we will process on behalf of PSC students and faculty—within reason and subject to copyright compliance rules.

Turnaround time

The average time for a request to be processed is 10 to 14 days. The turnaround time for delivery of materials depends on several factors, including the workload of the lending library, availability of materials and mail delivery. Requests are processed in the order received.

Cost

We strive to obtain materials at no cost. Sometimes this is not an option and the lending library will levy a fee on the borrower. The lending library determines the amount of the fee. We will let you decide whether, and to what amount, you are willing to pay. Students and members of the public may be expected to provide for payment, in the form of a check payable to Paul Smith's College, before such requests will be submitted.

How to request material through ILL

There are two ways to request material through ILL:

- 1) From the library's web page scroll down to the section labeled *Online Forms*. Click the link for either the *Book Request Form* or the *Article/Journal Request Form* and fill out all the required information. When done click the *Submit* button.
- 2) Paper forms are available in the library near the couches in the front. Fill out all the required information and give the form to a library staff member.

Notification

When ILL materials arrive we will send notification to your Paul Smith's College email address. Members of the public are asked to supply either a valid email address or telephone number for notification.

Picking up materials

Materials are held at the circulation desk. Some journal articles may be deliverable through email so please make sure there is enough room for new, large files in your mailbox—

otherwise the documents may not reach you. Please indicate if you would prefer a paper copy.

You have two weeks from the time we notify you that your materials are in to pick them up. We will notify you again a week later if the materials are still here. If, after two weeks, the materials have not been picked up we will send them back to the lending library.

Loan period

The loan period is determined by the lending library and is indicated on the strap or sticker placed on the material. Please return material to us on or before that date. Photocopies do not need to be returned.

Renewals

Renewals are determined by the lending library. If you would like a book renewed please contact us *before* the book becomes due. We will contact you with the new due date or let you know that renewal is not possible.

Recalls

All interlibrary loan materials are subject to recall by the lending library. We will notify you if this should occur. You must then return materials immediately.

Returning materials

Materials should be returned to the care of the interlibrary loan department at the front desk. Please try to keep intact any documents or straps affixed to a book so that the book can be properly routed back to the lender.

Overdues

Your conscientiousness about returning material when it is due or has been recalled will help us maintain good relations with our lending partners. We will grant a three-day grace period after notifying you that your book is overdue or has been recalled. After that, **we will bill you \$1 a day (barring extenuating circumstances). If a book becomes a month overdue or does not come back to us by the last day of a semester's classes, we reserve the right to declare the book lost and bill you accordingly. See below.**

Lost materials

You are responsible for the material borrowed and are liable for replacement or repair costs charged by the lending library if material is lost or damaged while in your care. An additional fee of \$25 will also be charged to cover replacement costs. If material is lost in the mail you will not be held liable.