

# Interlibrary Loan Guidelines

The Interlibrary Loan Community works on the premise of cooperation and the exchange of basic information. The Law Librarians' Society of Washington, D.C., Inc.'s Interlibrary Loan Special Interest Section would appreciate the use of these guidelines as part of your interlibrary loan policies and procedures. Our goal in this process is the smooth exchange of interlibrary loan material and the dissemination of information within the LLSDC library community.

The Guidelines were approved in principle by the 2004-2005 LLSDC Board, but do NOT constitute official policy of LLSDC. They are entirely voluntary, as are all interlibrary loan privileges. Membership in LLSDC does not entitle a library to borrowing privileges at any other law library, nor does possession of a union list or a membership directory grant the privilege of borrowing items on such lists. Each library can decide to whom it will lend, what it lends and any other interlibrary loan policies it chooses. Cultivating and maintaining cooperative interlibrary loan relationships is an indication of the goodwill and professionalism of the LLSDC library community.

## Guidelines for Interlibrary Loans

### 1. Resources

- Check available online catalogs and/or union listings for holdings and availability to keep "cold" or "random" calling to a minimum.
- Use and participation in union lists is highly recommended.
- For a listing of ILL resources, please see the LLSDC ILL-SIS web page. (<http://www.llsdc.org/sis/ill/index.html>)
- The LLSDC listserv can be used as a resource of last resort. Please see guidelines below.

### 2. Communication – Please be courteous.

#### Borrowers –

- Provide all necessary contact information - name, organization, and phone number.
- Clearly state full description of request.
- One call to a single organization per day.
- Limit requests to three items per call.
- Wait one hour before contacting another library.
- If you do not have time to wait, please do not leave a message.
- Monitor voice mail/e-mail/fax regularly.

#### Lenders –

- Libraries with voice mail should monitor calls on a regular basis.
- To expedite the borrowing process, please respond to requests within one hour unless specific response times are included in outgoing messages.
- Specify any lending preferences or procedures (i.e. form delivery, pick up times, pick up location, due dates, max number of renewals, etc.).

### **3 Borrowing/Lending ALA Form Protocols**

Borrowers –

- Legibly type or print ALA Forms (available on line from ALA – RUSA <http://www.ala.org/ala/rusa/rusaprotools/referenceguide/illformprint.pdf>, or <http://www.ala.org/ala/rusa/rusaprotools/referenceguide/illformprint.doc> , or print versions from other suppliers).
- Provide a complete description of request, including author, title, volume, issue, section, pages, or call number, to assist lender in location of the item, and to document what was requested and loaned.
- Indicate date requested.
- Indicate pick up location, contact person and phone number of lending library.
- Include name and telephone number of ILL borrower.
- Check appropriate copyright box as necessary.

Lenders –

- Specify if an ILL form is desired and preferred delivery method (e.g. with messenger or faxed).
- Clearly place ownership information on loaned material. Please include due date, return address, and any lending restrictions or conditions.

### **4. Renewals & Recalls**

All library staff should be aware of renewal and recall policies.

Borrowers –

- Renew or return materials by close of business on due date.
- Must return recalled materials within two hours of recall request.
- Maintain a record of physical possession of borrowed materials.
- Are responsible for any lost or damaged materials.

Lenders –

- May recall items at any time.
- Specify new due date for renewals.

### **5. Returns**

Borrowers –

- Do NOT remove ownership information.
- Protect materials being returned during inclement weather.

Lending –

- Allow flexibility of due date for inclement weather, emergency situations, and federal holidays.

## **Guidelines for Using the Listserv for ILL**

The Listserv is a supplement to be utilized as a resource of last resort. It is NOT a substitute for research. Please exhaust all available union lists, catalogs, and web resources first. This includes checking the archive (<https://listserv.gmu.edu/archives/llsdc-1.html>). Repeated failure to follow these guidelines may result in the loss of listserv posting privileges.

### **Listserv ILL Posting Etiquette -**

- Place "ILL" in the subject line followed by title of publication desired.
- Repeat bibliographic information inside the message along with any desired format or edition preferences.
- Include any relevant research or sources consulted.
- Include all contact information and preferred means of contact (phone, fax, e-mail).
- Send a "Request Filled" notice to the Listserv when item is found. For archival purposes, please identify lender.

Keep your directory up-to-date. Monitor the LLSDC Listserv for library changes and announcements.