

Subject: Interlibrary Loan Policies
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POLICY

Interlibrary Loan serves the research and information needs of the USC Beaufort community by providing access to materials not owned or readily available at the USCB libraries.

Interlibrary Loan services are available to current USCB students, faculty, staff, members of the Osher Institute of Lifelong Learning (OLLI), and other holders of validated USCB VIP cards.

Policies concerning Interlibrary Loan are governed by the National Interlibrary Loan Code adopted by the American Library Association and the South Carolina Interlibrary Loan Code adopted by the South Carolina Library Association.

No interlibrary loan requests will be accepted from any patron having overdue materials or outstanding fines.

In accordance with the Interlibrary Loan Code, the USC Beaufort Library cannot borrow the following: rare, old or valuable materials; "best sellers"; materials owned by local libraries; reference books; genealogical materials; bulky or fragile items; or materials intended to be placed on reserve.

Failure to comply with USC Beaufort ILL regulations may result in the loss of ILL borrowing privileges.

Loan Period/Renewals

The lending library determines the length of the loan period and whether or not renewals may be granted.

The borrowing library honors all restrictions of the lending library.

Fees

Any charges or fees assessed by the lending library are billed to the library user for whom the material is acquired.

The library user requesting the materials is responsible for payment of ILL fees incurred

as a result of the request.

PROCEDURE

Requesting Material

Registration for ILL service and requests for ILL materials must be submitted electronically, the forms are available from the Library's web page.

Requests for interlibrary loan services are handled by the Interlibrary Loan Librarian.

Interlibrary loan materials are delivered and returned via the USC System shuttle service or the U.S. Mail.

Notification

Patrons are notified as to the status of their request by email or online via their account on the ILL web page.

Borrowed materials not picked up by requesting patrons will be returned to the lending library. Photo-copied materials not picked up will still be charged to the requester's library account.

Return of Material

Prompt return of materials is necessary in order to adhere to due dates established by the lending library.

Due dates on USC Beaufort check-out slips may vary from dates stamped by lending libraries, because of local processing and delivery deadlines required to return materials on time.

Renewal requests may be made online via the ILL web page and must be made at least four days before the due date in order to process the request. There is no guarantee that the lending library will grant a renewal.

Charges

Requesters are charged \$.10 per page for photocopies of articles from other USC libraries, payable upon receipt.

Requesters will not be charged for books borrowed from other USC libraries; however, libraries outside the USC System may charge for books borrowed on interlibrary loan.

An overdue fine of \$.25 per day per item is imposed, with a \$5.00 maximum, on all interlibrary loan items.

No grace period will be allowed for overdue interlibrary loan materials.

Library “blocks” will be placed on the computer for ILL items that are overdue.

Charges for Failure to Pick Up Materials

Failure to pick up an interlibrary loan book will result in a charge of \$2.00 being added to the requester's library record.

Failure to pick up a photocopied item will result in a charge of \$1.00 plus copy charges being added to the requester's library record.

Lost ILL Materials

The borrower will pay all costs assessed according to the regulations of the lending library.

In addition, the borrower will pay a \$5.00 processing fee and any overdue fines accrued up to the time the library is notified that the material has been lost.