

Augusta University

Policy Library

Interlibrary Loan Policy

Policy Manager: Library Services

POLICY STATEMENT

Interlibrary loan is a service provided by Augusta University Libraries in support of scholarly research. This policy defines what is covered by the service, which users are eligible to receive the service, and the means and conditions under which resources are delivered.

Procedures must be in place to document the circumstances under which library materials (e.g., books, journals/journal articles, and audiovisual materials) that are not readily available in the collections of the Augusta University Libraries may be made available to eligible members of the Augusta University community through interlibrary borrowing. Conditions of the service are set by the Interlibrary Loan Code of the American Library Association, by the regulations of individual lending libraries, and by Copyright Law (Title 17, US Code)

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Document Delivery: Digital delivery of scanned articles from the library's collection.

Interlibrary Loan: A system by which one library obtains materials for a user by borrowing it from another library, and in turn lends to other libraries.

PROCESS & PROCEDURES

- Borrower is responsible for requesting material, returning original material by the assigned due date to the appropriate library and payment of any applicable fees for a completed request.
- Interlibrary Loan Department is responsible for processing all incoming interlibrary loan and document delivery requests.
- Lending Library is responsible for accepting requests and sending requested material to the appropriate requesting library.

The specific processes, procedures and fees associated with requesting materials through Interlibrary Loan are locally determined individually by each of the Augusta University Libraries and may vary from library to library.

Greenblatt Library: For further information on the Greenblatt Library Interlibrary Loan procedures, or to request materials through the Greenblatt Library Interlibrary Loan Department, click here:

- <http://www.augusta.edu/library/greenblatt/services/docdel/>

Reese Library: For further information on the Reese Library Interlibrary Loan procedures, or to request materials through the Reese Library Interlibrary Loan Department, click here:

- <https://aug.illiad.oclc.org/illiad/logon.html>

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 2/17/2023

President, Augusta University

Date: 2/17/2023