

Library Helena College University of Montana

Interlibrary Loan Procedures

Helena College Library lends its materials to other libraries and borrows materials for faculty, staff, and students needing materials not available locally. When we borrow from other libraries on a patron's behalf, we accept the responsibility for the careful use and prompt return of their materials.

An understanding by our borrowers of the following regulations and procedures will help us facilitate operations and provide better service.

- Interlibrary loan requests are accepted from Helena College faculty, staff, and students.
- Patrons should check the library catalog and our journal databases before making an interlibrary loan request. Interlibrary loans are expensive for both the borrowing and the lending libraries.
- The time required to fill a request can vary from several days to several weeks, depending upon the availability of the material. In most cases, allow 1-2 weeks for your request.
- Most libraries will refuse interlibrary loan requests for the following reasons: difficult-to-ship materials (such as print newspapers, LP records, or maps); reference books; recently published books; materials on reserve or in demand at the lending library, and rare items or volumes from special collections. Many libraries do not loan their audio-visual materials such as DVDs or CDs. If you are requesting a periodical, most libraries will supply a copy of the desired article rather than an entire issue or volume.
- ILL borrowing privileges may be suspended for patrons for the following reasons:
 - Unclaimed ILL requests;
 - Excessive ILL overdues (more than 3 per year)
 - Losing an ILL item.
- All interlibrary loan materials should be picked up at the Helena College Library circulation desk. Borrowers will be notified by whichever means (phone or mail) they have selected in their request.
- Most libraries from which Helena College borrows do not charge loan fees. However, if a lending library charges us more than \$10 for a loan or a photocopy, the user may be asked to pay the excess.
- Loans must be returned to the Helena College Library circulation desk on or before the due date. Requests for renewal must be made at least 5 days before the loan is due. This does not automatically renew items but

Reviewed January 2014

Reviewed and endorsed by Library Advisory Board September 29, 2009.

- rather requests that a renewal be made. If the lending library agrees to extend the due date, the borrower will be notified of the new due date.
- If an item is overdue, library privileges will be suspended until the ILL item is returned. If the item is lost, a replacement fee will be determined by the lending library. The Business Office will add the amount due to the student's account and may withhold academic transcripts and other university services until the amount is paid in full.

The Helena College Library wants to provide the best interlibrary loan service possible. Please call 447-6943 or stop by the library if you have any questions.