

**UNIVERSITY OF NEBRASKA AT KEARNEY
CALVIN T. RYAN LIBRARY
INTERLIBRARY LOAN & DOCUMENT DELIVERY SERVICE POLICY**

The Interlibrary Loan & Document Delivery (ILL/DD) Service of the Calvin T. Ryan (CTR) Library has three objectives:

- To meet the research and instructional needs of the faculty, students, and staff of the University of Nebraska at Kearney (UNK) by providing access to library materials not owned by CTR Library.
- To enhance library services for all Nebraska residents by providing access to library materials owned by CTR Library.
- To support the sharing of materials between libraries which is recognized as a core library service by the American Library Association.

CTR ILL/DD service adheres to the following governing policies:

Interlibrary Loan Code for the United States

Interlibrary Loan Code for Nebraska

History Nebraska (Formerly Nebraska State Historical Society) Interlibrary Loans

American Library Association's Code of Ethics (protecting the privacy of ILL/DD users.

Copyright law (*Title 17, US Code*) and its accompanying guidelines.

GUIDELINES: CTR BORROWING FROM OTHER LIBRARIES

UNK faculty, students, and staff are eligible to use ILL/DD services to support their research and instructional needs. It is the responsibility of the requestor to provide a complete bibliographic citation when submitting a request. On Campus patrons wanting CTR materials or materials from another library mailed to them must request permission from ILL/DD on a case by case basis.

UNK Distance Students may request books from the CTR Library collection and journal articles that are not available online through ILL/DD. Distance students in the U.S.A. with no access to a local library with ILL/DD may request physical materials not owned by CTR Library. ILL/DD will not mail books to International addresses, aside from APO/FPO addresses.

Due to licensing considerations, ILL/DD service cannot fill e-book requests. CTR Library reserves the right to refuse any borrowing or lending request that would violate copyright law.

CTR Library pays for all costs associated with receiving ILL/DD services. CTR Library reserves the right to limit the amount spent on any request. However, **some** requests made to the *History Nebraska (Formerly Nebraska State Historical Society)* may require a **direct** payment from the requestor.

The requestor is responsible for returning material to CTR Library by the due date established by the lending library and adhering to any restrictions set by the lending library such as no photocopies or in library use only. Renewals may be requested before the due date by contacting the ILL/DD office. A renewal can be granted ONLY with the permission of the lending library.

The requestor is responsible for returning materials recalled by the lending library as soon as possible after notification from the ILL/DD office. Distance students are responsible for return postage and packaging.

ILL/DD service is a privilege not a right. Requestors who do not return ILL/DD materials, or have been continuously late in returning ILL/DD materials, or misuse the privilege in any other manner may have their ILL/DD privileges suspended.

The following types of materials may be requested through ILL/DD: print books; microforms; journal/magazine articles; government documents; and musical scores. Depending on the availability from lending libraries, ILL/DD may be able to obtain the following materials: masters' theses; doctoral dissertations; audiovisual materials (videos, audio recordings, etc.); books from special collections such as reference or genealogical materials, entire issues or volumes of journals or magazines.

Materials not usually available through ILL/DD include rare or fragile items. Archive materials, print newspapers and textbooks to be used for a semester. Scanned materials not available through ILL/DD include PDFs of articles from an electronic database with copyright restrictions.

GUIDELINES: CTR LENDING TO OTHER LIBRARIES

The ILL/DD Division at CTR Library will accept requests for material via OCLC ILLiad or ALA request forms. Loans are made to other libraries and educational institutions-and not to individuals. Scanned materials not available through ILL/DD include PDFs of articles from an electronic database with copyright restrictions. Photocopies will be sent via ArticleExchange, Odyssey or PDF by email. All other materials will be sent by U.S. mail.

Materials that will not be loaned are reference materials; government documents reference materials, bound journals and individual journal issues. Curriculum/Non-book materials may be loaned on a case by case basis and with the approval of the Curriculum Librarian. Special Collections materials may be loaned on a case by case basis and with the approval of the Archives Librarian.

CTR Library does not charge for any materials it supplies to other libraries and educational institutions.