

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

The Interlibrary Loan & Document Delivery (ILL/DD) Division of the Calvin T. Ryan (CTR) Library has two 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.

The ILL/DD Division of CTR Library adheres to the *Interlibrary Loan Code for the United States* and the *Interlibrary Loan Code for Nebraska*.

ILL/DD transactions are confidential records. The CTR Library ILL/DD Division adheres to the *American Library Association's Code of Ethics* in regard to protecting the privacy of ILL/DD users.

The ILL/DD Division of CTR Library adheres to copyright law (*Title 17, US Code*) and its accompanying guidelines. 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 ILL/DD services and reserves the right to limit the amount spent on any request.

### **BORROWING GUIDELINES**

UNK faculty, students, and staff are eligible to use ILL/DD services to support their research and instructional needs. UNK Distance Students may request books from the CTR Library collection and journal articles that are not available online through ILL/DD. This service is not available to community users or UNK alumni who should use their local library for ILL/DD service.

It is the responsibility of the requestor to provide a complete bibliographic citation when submitting a request.

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.

The requestor is responsible for returning materials recalled by the lending library as soon as possible after notification from the ILL/DD office.

CTR Library does not charge for materials it obtains for UNK faculty, students, and staff, however, certain requests made to the *Nebraska State Historical Society* may require a payment from the requestor.

ILL/DD service is a privilege not a right. Requestors who do not return ILL/DD materials, or who have been continuously late in returning ILL/DD materials, or who 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: 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; and audiovisual materials (videos, audio recordings, etc.). Materials not available through ILL/DD include:

reference books; textbooks; newspapers; entire issues or volumes of journals or magazines; rare or fragile items; archival materials; and genealogical materials.

When requesting journal/magazine articles the ILL/DD staff must adhere to current copyright laws. The ILL/DD Division of CTR Library adheres to copyright law (*Title 17, US Code*) and its accompanying guidelines. CTR Library reserves the right to refuse any request that would violate copyright law.

## **LENDING GUIDELINES**

The ILL/DD Division at CTR Library will accept requests for material via OCLC ILLiad or ALA paper forms. Loans are made to other libraries and educational institutions not to individuals.

Photocopies will be sent via Odyssey or email. All other materials, and photocopies that cannot be sent via Odyssey or email, will be sent via U.S. Mail or FedEx.

Materials that will not be loaned are: reference materials; government documents reference materials; and most material in the serials collection. 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.

When supplying photocopies of journal/magazine articles the ILL/DD staff must adhere to current copyright laws. The ILL/DD Division of CTR Library adheres to copyright law (*Title 17, US Code*) and its accompanying guidelines. CTR Library reserves the right to refuse any request that would violate copyright law.

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

*Interlibrary Loan Code for the United States*

<http://www.ala.org/ala/mgrps/divs/rusa/resources/guidelines/interlibrary.cfm>

*Interlibrary Loan Code for Nebraska*

<http://nlc.nebraska.gov/ILL/illcode.aspx>

*American Library Association's Code of Ethics*

<http://www.ala.org/ala/issuesadvocacy/proethics/codeofethics/codeethics.cfm>

*Title 17, US Code*

<http://www.copyright.gov/title17>

*Nebraska State Historical Society Interlibrary Loans*

<http://www.nebraskahistory.org/lib-arch/services/refrence/loans.htm>