




# National University of Health Sciences General Policies

Title: <b>Resource Sharing and Document Delivery Service</b>	Page <b>1</b> of <b>3</b>
Date Adopted: <b>09/11/89</b>	Date(s) Revised: <b>08/04/92; 03/09/12; 04/03/14</b>
 _____ President	<u>4-03-14</u> _____ Date

## POLICY STATEMENT

Resource Sharing (formerly Interlibrary Loan) is a cooperative procedure between libraries in which material not owned by a library is borrowed from another for the use of an individual. It is a privilege extended by the lending library to the borrowing library, rather than to the individual requestor.

Document Delivery Service is the provision of articles to individuals and institutions for fair use in accordance with copyright law.

## PRIORITIES IN PROCESSING REQUESTS

Before submitting a request for Resource Sharing or Document Delivery Service the NUHS requestor will first check the library's web catalogs and listings for local availability.

Borrowing requests for books and other library resources are generally provided on a first-come, first-served basis. In times of heavy demand, however, the following order of priority (according to type of user) will be followed:

- Institutional Patrons
  1. Students
  2. Faculty ( including requests approved by the Postgraduate Department)
  3. Staff
- Professionals in the field (e.g., alumni, doctors and other health care providers, other urgent requests as determined by the Reference Librarian and the Interlibrary Loan Assistant).
- Other outside patrons (generally, requests for health related materials from community patrons or other requests from laypersons are determined to be appropriate by the Reference Librarian and the Interlibrary Loan Assistant).

During periods of heavy demand, the order in which requests will be processed is as follows:

- Libraries with whom National University of Health Sciences (NUHS) library has a cooperative agreement
- All other libraries (requests to be processed in order of urgency as determined by the Reference Librarian and the Interlibrary Loan assistant).
- Reference articles to professionals in the field and other outside patrons (processed in order of urgency as determined by the Reference Librarian and the Interlibrary Loan Assistant).

### **LEGITIMATE LENDING AND BORROWING**

Categories of material that legitimately can be requested from other libraries are:

- Materials marginal or peripheral in subject, or in depth of coverage, point of view or language not what the library's patron ordinarily needs;
- Materials whose subjects are too new to have been recognized as important for the library to add to its own collection;
- Materials which are so old that the library should not be expected to have them;
- Items needed to fill a circumstantial need, as when a library's own material is unavailable or unusable because it is at the bindery, defective, mutilated, lost or being claimed.

The NUHS Library will loan to another library any book from its circulating collection which is not in heavy demand by its institutional patrons as determined by the library staff and will provide photocopies of other material in its collections, provided that the request does not violate copyright law.

### **RESTRICTIONS ON BORROWING AND LOAN REQUESTS**

The NUHS library will not request material that it owns, but which is in use for a short time. Some requested materials might not be available for borrowing due to the policies of the supplying library. Examples of restricted items are reference books, unbound journals, rare books, and new acquisitions.

Some requested materials might be restricted due to practicality. These include dissertations, translations, government reports and unpublished papers that are more efficiently sought through other sources; and inexpensive materials such as pamphlets and paperbacks that should be purchased by the library or by the requestor rather than borrowed from another library.

The NUHS library will not request copies of entire issues or volumes of periodicals or make any other type of request that would violate copyright law.

The NUHS library does not lend reserve materials, reference books, journals, audiovisual programs or items from its special collections.

The NUHS library also reserves the right to limit the number of interlibrary loan and article requests that will be processed for an individual, if such requests interfere with the equitable provision of these services to all patrons.

### **CHARGES FOR INTERLIBRARY LOAN AND ARTICLE PHOTOCOPY PROVISION SERVICE**

Except for requests authorized by an academic department, an NUHS student is responsible for reimbursement to this library for charges resulting from any request for which they have agreed to pay either verbally or in writing.

Doctors in the field and other outside borrowers will be charged fixed rates for provision of articles. For current charges check the NUHS website under "*Visitors and Alumni*" "*Services*" – "*Document Delivery*" – "*Fee Schedule*".

The NUHS library will charge outside requestors a standard fee for Document Delivery Service. However Illinois libraries and those libraries with which the library has reciprocal agreements will not be charged.

Resource Sharing and Document Delivery requests for which the patron is unwilling to pay the total charge will be canceled and the patron notified of such.

When an item borrowed through the Resource Sharing Service is lost, the requestor or requesting library is responsible for reimbursement. The charge of a lost item is the cost of a replacement copy plus the processing charges as determined by the lending libraries. The charge for a lost item which cannot be replaced will be determined by the lending library.