

Interlibrary Borrowing & Lending Policy

Library Services Purpose and Mission Statement:

The River Parishes Community College Library Services exists to support the mission and goals of River Parishes Community College. Library Services provides the RPCC community with materials, resources, and instructional services necessary for teaching and learning.

Definition and Purpose of Interlibrary Loan Services:

Interlibrary loans are transactions in which library materials are made available by one library to another for the use of their respective patrons. The purpose of interlibrary loan is for exchange of resources throughout the state and nation. Resource sharing among libraries is desired and encouraged for mutual benefit. Interlibrary Loan (ILL) service supplements the locally owned resources and provides students and faculty access to a wider range of materials beyond the Library Services collection. RPCC's Library Services is a member of OCLC, which allows the library access to more than 2,000 libraries nationwide via national cataloging, interlibrary loan, and title verification records. We participate in reciprocal lending to other libraries and seek to provide ILL service in accordance with the:

- [Copyright Law of Title 17, U.S. Code](#)
- [Interlibrary Loan Code for the United States, ALA/RUSA](#)
- [National Commission on New Technological Uses of Copyrighted Works \(CONTU\) Guidelines](#)
- [Louisiana Interlibrary Loan Code](#)

We reserve the right to refuse any request which does not comply with any provision of the above codes and guidelines or RPCC's local Circulation and ILL/ILB policies.

Borrowing:

Interlibrary Borrowing (ILB) service is extended to all current RPCC students, faculty, and staff. Users who need materials for research purposes not available through RPCC Library Services resources may initiate a request to borrow materials from other libraries by completing and submitting a request through the RPCC Library website. Ineligible patrons may make requests for ILL materials through their local public libraries.

Eligible patrons are limited to twenty (20) requests per person, per week for research purposes. Requests for non-research purposes (i.e., personal use) are limited to ten (10) per person.

Instructors are responsible for assuring that students have access to required course readings, either by providing students copies in class, linking to resources via Canvas, or by placing the readings on reserve, in compliance with RPCC Library Services Reserves Policy and U. S. Copyright Law. Library Services will not provide interlibrary loan requests for required readings or for textbooks.

Requesting materials from other libraries takes time. Library Services staff will process borrowing requests in a timely manner. Steps of the ILL process include the patron submitting requests, Library Services staff locating materials and submitting the request to a lending library, and the agreeing lending library forwarding the materials via appropriate transmission methods either through mail, courier service, fax, or other electronic transfer. The entire process may take approximately two or three weeks due to the location of the lending library, incomplete request forms, and various other factors. It is recommended that patrons make requests for materials at least 14-21 days in advance of needing the materials for effective use of ILL service.

Requesting Materials

- One ILB request form per item must be completed.
- **Each ILB request must be completely filled out and signed.**
- ILB forms are available on the RPCC Library Services website or at the Circulation Desk.
- Submit requests at least 14 days before the materials are needed.
- Requestor will be notified by e-mail when materials arrive.
- Unclaimed materials will be held at the circulation desk for a maximum of 10 days before they are returned to the lending library or discarded, in the case of photocopies.

Loan period:

- The due date for an interlibrary borrowing item is determined by the lending library and may not coincide with RPCC Library Circulation policies.
- All materials, excluding copies of articles, should be returned to the circulation desk three days prior to the lending library's due date.
- Photocopies are the patron's to keep and will not have a due date.

Renewals:

- Renewal eligibility of an interlibrary borrowing item is determined by the lending library.
- Requests for renewal **must** be submitted to RPCC Library staff in person or via library@rpcc.edu at least three weekdays prior to the lending library's due date. If sent by e-mail, please use ILB Renewal Request as your subject.
- We will then submit the request to the lending library.
- Submitting a renewal request does NOT guarantee that the lender will renew an item.
- Patrons will be advised if a renewal was approved and given the new due date or if the renewal was denied.
- Items that are not approved for renewal by the lending library must be promptly returned to the RPCC Library Services Circulation Desk.

Violations or penalties:

- Items that are returned late to lending libraries may incur fines; such fines or other charges billed to RPCC Library Services will be passed on to the patron.
- Flagrant violation (10 separate violations) of RPCC Library ILL policies and procedures will be cause for suspension of ILL privileges;
- Violations may include but are not limited to:
 - Failure to retrieve items when notified.
 - Failure to return items on time.
 - Returning items damaged.
 - Submitting requests that violate copyright compliance.
 - Exceeding the maximum number of requests.
- Any questions concerning ILL requests should be directed to Head of Public Services or the Library Director.
- E-mail inquiries may be directed to library@rpcc.edu; please use "ILB Request" as the subject.

Fees:

RPCC Library Services does not charge qualified patrons for use of ILL services as long as requested items are those directly related to research needs and funds allow. However, faculty and students may be charged a \$10.00 fee per item for materials requested for purposes other than research (maximum 10 items).

The lending institution's policies are in effect for materials borrowed through ILL. Lending library policies vary as to what resources may be borrowed, length of borrowing period, and fines for overdue items. RPCC Library Services makes every effort to locate lenders who do not charge fees. However, there are times that materials

can only be obtained from an institution or document delivery service that charges a fee for lending materials. RPCC will attempt to supplement these charges as funds allow. However, in some circumstances, the borrower may be asked to pay these fees up to the maximum cost indicated by the patron on the ILL request form.

The patron initiating the request is responsible for adhering to the policies of the lending institution and for any charges or fines incurred during an ILL transaction.

Procedure for Recovering Fines and Charges:

Fines or charges owed to a lending institution will be promptly paid by RPCC. The faculty or student incurring the fine or charge as a result of overdue charges, damage to materials borrowed, etc., will then be billed by RPCC Library Services for the total amount of the fine or charge plus an additional \$5.00 service charge.

Lending:

RPCC Library Services makes every effort to lend materials to requesting institutions based on the following:

Types of Requests Accepted from Outside Institutions:

- RPCC Library Services accepts requests from libraries via OCLC, ALA Form (via mail, e-mail, or fax), and e-mail are accepted.
- All requests must include complete citation information.

Fees:

RPCC Library Services does not charge institutions that have a non-charging policy. However, institutions that do charge ILL service fees will be charged the amount of their service charge.

Loan period:

The loan period for interlibrary lending items is 45 days.

Renewable:

Yes, items may be renewed once unless otherwise indicated or if item has been recalled.

Types of Materials Loaned:

Books, Periodical Articles; other items may be loaned at our discretion.

Types of Materials Not Loaned:

Rare, Reference, Periodicals, Course Reserves, Audio/Visual materials, and frequently used items.

Photocopies or digital copies:

All requests for photocopies or digital copies must be accompanied with copyright compliance.

Packaging and Shipping:

Materials should be packaged to protect against damage and returned to:

River Parishes Community College
Library Services – Interlibrary Loan
Post Office Box 2367
Gonzales, LA 70707

Materials will be shipped via United States Postal Service, library mail or via courier for in-state institutions, unless specified otherwise.

Fines:

Institutions borrowing materials from RPCC are responsible for any fines or charges that may be incurred during an ILL transaction, including but not limited to damage and overdue fines. (For details concerning fines refer to the Library Services Circulation policy.)

Policy History

Previously Revised November 2013.

This policy was approved by the Learning Resources Advisory Committee 11/22/2013.

Policy updated July 2017.

Policy updated July 2021.

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at Library@rpcc.edu; please specify the document title.

River Parishes Community College, a member of the Louisiana Community and Technical College System and accredited by the Southern Association of Colleges and Schools, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) located at 925 W. Edenborne Pkwy., Gonzales, LA – 225-743-8500 have been designated to handle inquiries regarding the non-discrimination policies: Shalither Cushenberry – Title IX Coordinator and Section 504 Coordinator.