Interlibrary Loan Policy and Guidelines

I. Introduction

The primary mission of Carmichael Library’s Interlibrary Loan Department is to advance the pursuit of knowledge by supporting the University of Montevallo’s students, faculty and staff in their instructional, educational, and research needs. When University of Montevallo patrons need materials not held by Carmichael Library, the Interlibrary Loan department will make every effort to obtain those materials as quickly as possible.

II. Interlibrary Loan Borrowing Guidelines and Procedures

The following guidelines must be followed when requesting materials through Interlibrary Loan:

1. Eligibility of Borrowers- University of Montevallo provides Interlibrary Loan services to administration, faculty, faculty emeriti, staff and currently enrolled students of the University.

2. Submission of Requests- Before submitting an Interlibrary Loan request, Patrons should determine whether the material is available at Carmichael Library (i.e., by searching the Library Catalog, Journal Finder, the library databases, or by consulting a Reference Librarian). Requests for materials located within Carmichael Library.

   By submitting a request a patron accepts the University of Montevallo’s Interlibrary Loan Policy

3. Requests should be submitted electronically through ILLiad. Complete information about the requested item and patron contact information is essential to processing requests. The patron will be contacted in the event the information given is insufficient for processing of the request.

4. Request Limits- All patrons are limited to 20 Active requests at a time. The library reserves the right to limit the number of interlibrary loan requests at any time.

5. Items Available for Request- Patrons may request books, copies of journal articles, book chapters (not to exceed 10% of the total pages in the book), dissertations, newspaper articles, media items, and reports.

   Exceptions-The University of Montevallo will not borrow the following types of materials:

   Text books or course materials

Section 108(g)(2) of the United States Copyright Act limits interlibrary arrangements for photocopying. It prohibits systematic photocopying of copyrighted materials, but permits interlibrary arrangements

"...that do not have, as their purpose or effect that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work."
6. Delivery of material

Books from the lending library will be sent to the Carmichael Library and will be available for pickup at the circulation desk. Item delivery time varies by lending library. A notification will be sent by e-mail when the book is available for pickup.

Articles- Articles are delivered to the patrons’ ILLiad account. A notification will be sent by e-mail when the article is delivered to the patrons’ ILLiad account.

7. Cost- The library absorbs the cost to obtain the materials requested for faculty and administration. The library will absorb charges up to $30 per request for graduate and undergraduate students. The library reserves the right to limit costs. Freshman and Sophomore ILLiad accounts engaging in large amounts of interlibrary loan requests will be monitored more strictly than other accounts. These account holders may need to speak with the interlibrary loan coordinator or a research librarian for alternatives to exorbitant interlibrary loans.

8. Limitations on Requested Materials.

The University of Montevallo follows the CONTU guidelines issued by the National Commission on New Technological Uses of Copyrighted Works (CONTU) which clarify the items that can be processed through interlibrary loan.

The “Rule of Five” for Journals and Periodicals: A maximum of five copies from any single recently published work may be borrowed in a calendar year. This provision applies only to publications issued within five years of the date of the request. For journal articles, a single journal title constitutes a work.

Obtaining permission after exceeding the limits. If the above limits are exceeded, librarians must obtain written permission from the publisher and pay royalty payments if required to obtain the requested work. Copyright permission can be obtained from the publisher, copyright owner or through a licensing agent such as Copyright Clearance Center.

9. Compliance with Copyright Laws

Patrons agree to comply with copyright when they register for ILLiad accounts. For additional information please review: Copyright Information & Resources

The Copyright Notice states:

"The copyright law of the United States (Title 17, U.S. code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" that user may be liable for copyright infringement. The institution reserves the right to refuse to accept a copying order, if in its judgment; fulfillment of the order would involve violation of copyright law."

10. Renewals- Renewals are granted at the discretion of the lending library. Carmichael Library will honor the stipulations of the lending library. All requests for renewals must be made to the Interlibrary Loan Coordinator through ILLiad or by calling 665-6103. If the library from which the materials were borrowed does not grant the renewal, the item must be returned by the original due date.
11. **Returning Materials** - Interlibrary Loan materials should be returned directly to the Carmichael Library circulation desk.

*Overdue Items* - Items should be returned by the due date as stipulated by the lending library. Carmichael library sends overdue notices as a courtesy. Patrons are responsible for borrowed materials even if an overdue notice is not sent/received. Patrons are responsible for all costs imposed by the lending library.

*Unclaimed Items* - Unclaimed items will be sent back to the lending library on the due date of the item.

*Damaged and Lost Items*. Patrons are responsible for the cost of lost books and all fees incurred of damaged items. The lending library assigns all costs for lost books and processing fees.

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### III. Interlibrary Loan Lending Guidelines and Procedures

The following guidelines and procedures must be followed when University of Montevallo lends materials to other libraries through Interlibrary Loan:

1. **License Agreements** - License agreements and subscriptions from publishers may prohibit Interlibrary Loans or limit content reuse more strictly than copyright law or CONTU guidelines. If they do, a request must be denied.

2. **Comply With the “Rule of Five” and Other Limitations** - Guidelines concerning the “Rule of Five” and other limitations, set forth above in Section II, also apply to lending libraries. In other words, Carmichael Library cannot lend what it cannot borrow. If a request is received from a borrowing library that violates the “Rule of Five” or any other limitations set forth above, Carmichael Library shall deny the request. Each Interlibrary loan comes with a copyright notice to remind the borrower of the United States copyright law governing photocopies and reproductions of copyright materials.

3. **Exceptions to Interlibrary Loan**: Carmichael Library will not Interlibrary Loan the following items:

   - Archives
   - Audio Visual Materials
   - Materials in high demand
   - Newly published items
   - Textbooks

4. **Labels** - Each interlibrary loan book sent from the Carmichael Library Collection will have an Interlibrary Loan band on the cover with the necessary information for processing along with the established due date. The back of the band has the copyright notice.

5. **Charges**:
   - Alabama Libraries: Reciprocal Agreements
   - Out of State Libraries: “We charge what you charge”

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### IV. Contact Information

Carmichael Library Interlibrary Loans
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Montevallo, Al 35115
205.665.6103
umill@montevallo.edu
Hours: M-F 8AM- 5PM