

Highline Community College Library  
Operational Policy and Procedures

**Interlibrary Loan (ILL) Policy**

**Purpose / Scope**

Interlibrary loan (ILL) is a service that enables patrons to request books, articles, and other resources from libraries worldwide. If the Highline Community College (HCC) Library collection doesn't meet the research or private study needs of an affiliated user, they may be able to borrow the required materials from another library. Likewise, patrons from other libraries may borrow materials from the HCC Library. The letter and spirit of the reciprocal lending agreements we maintain and seek out with other institutions are governed by the American Library Association's [Interlibrary Loan Code for the United States](#) and the US Copyright Revision Act of 1976 ([Title 17, United States Code](#)).

This policy sets forth the parameters of HCC Library's ILL service.

**Guidelines for Other Libraries Borrowing from HCC Library**

HCC Library lends materials to other libraries when the requests fall within the guidelines of this policy. However, priority in the use of HCC Library materials will be given to Highline Community College students, faculty and staff.

We offer a four (4) week loan period with renewals available upon request.

**Fees**

HCC Library is committed to reciprocal free lending; we do not charge reciprocal partners and we encourage new relationships. We are a member of LVIS (Libraries Very Interested in Sharing).

HCC Library does not charge overdue fines. In cases of lost or damaged materials, replacement and processing fees may be assessed.

**Materials Available for Lending**

All items in the regular circulating collection are available through interlibrary loan. Materials not available through ILL include electronic resources, sports training DVDs, and the Reference, Legal, and Reserves collections. Our embargo on lending materials new to our collection is three (3) months.

Other possible restrictions on types of materials you may borrow: we do not loan bestsellers, multiple copies of the same title, rare or fragile materials, or other high-demand items.

## **Shipping**

We ship via USPS, electronically, or via FAX.

## **Calendar for Service Suspensions**

There may be slightly longer turn-around times on requests during the last two weeks of the calendar year.

## **Copyright**

The copyright law of the United States ([Title 17, United States Code](#)) governs the making of photocopies or other reproductions of copyrighted materials. 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: the photocopy or reproduction may not 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.

In the case of journal articles published within the last five (5) years, a library lending in excess of five (5) articles per periodical title per year, or more than one (1) article per issue for any year, must pay royalties to the publisher.

This means that patrons may borrow up to five (5) articles per year *from a single journal title* published within the past five (5) calendar years. However, patrons may only borrow one (1) article *from the same issue of the same journal title* per year. HCC Library reserves the right to refuse an ILL request if, in our judgment, fulfillment of that request would involve a violation of copyright law.

### **Guidelines for HCC Library Patrons Borrowing from Other Libraries**

We provide ILL services to Highline Community College students, faculty, and staff in support of academic work, research, work for the college, or private study. We regret that we cannot offer this service to public borrowers or others not affiliated with the college. We recommend you take your request to your local public library, a step which our reference librarians can help you with.

Eligible patrons are encouraged to consult a reference librarian to insure that an interlibrary loan best meets their needs. All requests will be reviewed by the ILL staff before processing. For more information on placing ILL requests please see our [ILL Library Guide](#).

## **Receiving Your Item**

It can take as long as two (2) weeks to receive materials, though most requests are filled much sooner. You will be notified when your item is available for you to pick up at the Circulation Desk in the Library. Bar-coded paperwork attached to the item(s) will specify the due date. Scanned articles are yours to keep.

Because ILL is only available between institutions and not to individuals, you'll need to pick up and return borrowed materials from the HCC Library unless:

- Your requests have been filled digitally.
- You are unable to come to campus. You may request to have materials shipped to your home after HCC Library receives them.
- Faculty and staff may have materials sent to their offices via campus mail.

Electronic materials are emailed to you, usually as a PDF file. They will only be sent to your HCC email account.

## **Returning Your Item**

Materials borrowed through ILL should be returned to the Circulation Desk or by mail to ensure that they are cleared from your account. Please also return any paperwork attached to the materials, since this identifies them as ILL items and facilitates proper check-in by ILL staff.

Books and other materials must be returned by the due date, which is set by the lending library. It is important to remember that materials borrowed through ILL are subject to the loan periods, restrictions on use, and fees (if applicable) set by the lending library. These terms may differ from those of HCC Library, but we are bound to honor them as ILL partners.

Renewals may be possible; please request renewals through the ILL department at [hccills@highline.edu](mailto:hccills@highline.edu) or by calling (206) 592-3127.

## **Fees**

Interlibrary Loan is a FREE service for all Highline students, faculty and staff. HCC Library is required to pay for every interlibrary loan transaction, but we do not pass these charges on to you. There are no assessed late fees on loans from other libraries, however, extremely overdue or lost items may be invoiced by the lending library for replacement, and this charge will be passed on to the patron.

## Copyright

The following restrictions are codified in the fair use provisions of Title 17, United States Code:

No library can either lend or borrow more than five (5) articles per year *from a single journal title* published within the past five (5) calendar years, or more than one (1) article *from the same issue of the same journal title* per year. If requests for material from a given journal title exceeds these limits a borrowing library is required to purchase that journal for their own collection, and a lending library is required to refuse the requests. Otherwise fair use provisions are exceeded.

When requests exceed these limits, and if an item falls within the margins of the library's collection development goals, the library will purchase it.

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Key Department: **Library Technical Services**

Key Person: David Johnson; **Librarian, Technical Services**

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