

SKC D'Arcy McNickle Library InterLibrary Loan Policy

The D'Arcy McNickle Library provides InterLibrary Loan (ILL) services in accordance with this policy. InterLibrary Loan is a transaction in which library material or a copy of the material is made available by one library to another library. Resource sharing between libraries for the benefit of increasing access to information for patrons is the main premise.

A. Who may borrow:

Any SKC faculty, faculty affiliates, staff, students, Confederated Salish and Kootenai Tribal Member or Flathead Reservation resident who is a registered borrower at the D'Arcy McNickle Library may request an InterLibrary Loan. Requests from patrons with outstanding library fines, overdue items or lost materials will **not** be processed.

A SKC student, staff, tribal, or current driver's license picture identification card is required to check out any ILL item. Only the patron who made the request will be allowed to check out items to their card. The patron requesting the ILL must pick up items upon arrival at the D'Arcy McNickle Library.

B. How to Use ILL:

To order materials through ILL, it is necessary to complete an InterLibrary Loan request available at the Circulation Desk or on the Library website under the InterLibrary Loan link. The InterLibrary Loan technician reserves the right to return any requests that do not provide sufficient information. The following are some guidelines to complete the form:

1. Check the D'Arcy McNickle Library Catalog and/or periodical list for the requested item.
2. Fill out a separate form for each item requested.
3. Fill in all the information completely including name, phone number, email, and location where the material information was found.

C. Materials available for ILL

- ☐ Materials not owned by D'Arcy McNickle Library
- ☐ Materials that have been lost
- ☐ Photocopies of journal articles
- ☐ Microfilm
- ☐ DVD's/CD's In state only

D. Materials Not Available for ILL

- ☐ Basic reference books
- ☐ Rare books
- ☐ Books checked out to SKC patrons
- ☐ Reserved material for course reading
- ☐ Media Equipment

E. Thesis/Dissertation

A Master's thesis or Doctoral dissertation can be requested as a ILL book (no photocopies). If we cannot get a thesis or dissertation through InterLibrary Loan, the patron may call UMI (University Microforms International) at 1-800-521-3042 or search www.umi.com.

F. Fees

When borrowing items from other institutions there is sometimes a charge for those items. The lending library will set the fee. The patron is responsible for the costs of that item whatever the charge maybe. The charge will be paid in full before the patron is able to check out the InterLibrary Loan.

G. Delivery

Every effort is made to secure requested items as quickly as possible. Seven to ten days are required to fill most requests.

H. Loan Period

Lending libraries vary their loan periods with 3 to 4 weeks being normal. Some items may have stipulations such as non-renewal or In-Library Use Only. An extension may be requested by calling 275-4800 ext 4884 or emailing lib_ill@skc.edu, at least four (4) days before the due date. We will request a renewal for an item and notify the patron of the lending library's response. Renewal periods are determined by the lending library.

I. Notification

As soon as the ILL is received, the patron will be notified by phone or email.

J. Failure to Pick-up Requested Materials

Should the patron be notified of ILL materials available for pickup at the D'Arcy McNickle Library and fail to come to the library to claim the items, future ILL service privileges will be suspended.

K. Overdue/Lost Interlibrary Loan Material

A patron is financially responsible for the InterLibrary Loan material from the time it is picked up at the Circulation Desk at D'Arcy McNickle Library until the time it is returned to the Circulation Desk. Replacement costs vary for items.

Should the patron keep a book past its due date without asking for a renewal, future ILL requests may not be accepted and/or the library account may be blocked, which will prevent the student patron from receiving grades or registering for new classes. The SKC D'Arcy McNickle Library charges an accruing \$.10 per day fine for any late materials. All SKC late fees and any fines assessed by the lending libraries for failure to return items will be charged to the patron.

Should the patron lose or damage ILL materials, any fines set by the lending library for replacement materials will be charged to the patron account. In addition to replacement costs, future ILL service privileges will be suspended.