

## **Lillian F. & Milford J. Harris Library**

### **Interlibrary Loan Policies for Borrowing**

Interlibrary Loan through ILLiad is a service that the Harris Library provides to the current faculty, staff, and students of the Mandel School. When you cannot find an item that you need at a Case library or through OhioLINK, you can put in an ILLiad request and we will send that request out to libraries that own that item. When a library agrees to lend the item, you will be notified by e-mail when it arrives at the Harris Library and can pick up the item at the circulation desk.

The following materials will not be available through ILLiad:

- Items owned by the Harris Library (including Reserve & Reference)
- Items owned by any Case or Case affiliated library
- Items available through OhioLINK
- Most Textbooks
- Microfilm & Microfiche
- Other items that are unusual in nature

Requests take on average one to three weeks to be filled; it may take more or less time than this depending on the item requested, how fast a lending library is found, and shipping times. All interlibrary loan items must be picked up and returned at the Harris Library circulation desk.

***Charges:*** While we make every effort to borrow materials from libraries that do not charge for materials; sometimes this is not possible. The Harris Library will pay up to \$15 for a book and \$10 for a photocopy or article. Anything over this amount (including any royalties) is the patron's responsibility. We will e-mail you regarding any costs that you will incur and wait for a reply before proceeding with the request. If we do not get permission from you for the additional costs, we will cancel the request.

***Limits:*** In order to make sure that interlibrary loan services can be used by everyone, the following request limits have been set up:

- Masters students are permitted to request up to 5 items per week with a maximum of 25 per semester.
- PhD students are permitted to request up to 10 items per week with a maximum of 50 per semester.

We are willing to consider rare exceptions to these limits on a case-by-case basis.

***Late Fees:*** \$1 per day will be added to a patron's library account for every day late and their ILLiad account will be temporarily suspended. There is no grace period before fines begin to accrue. The due date refers to the date that the material needs to be back at the owning library so we ask that you return interlibrary loan items before the due date to allow for adequate shipping time. Repeated late returns could result in suspension or restriction of your ILLiad account.

***Loan periods & Renewals:*** You will often find that different items borrowed through interlibrary loan have different loan periods and renewal restrictions. This is decided by the library that owns the item. Please be sure to note the due date on the item when you pick it up.

Renewals should be requested at least a week before the due date. **Requesting a renewal does not automatically mean you will receive one, or for how long it will be renewed. If a renewal is denied you will be responsible for returning the item by the original due date.**

***Cancelled or Unfilled Requests:*** Unfilled requests are those that we have sent out to many libraries and none of them have agreed to either loan or photocopy the item you have requested. This usually happens when only a few libraries in the U.S. own the item or if it is typically an item that is not circulated (i.e. reference book, thesis, etc.) If requests continually go unfilled we will typically cancel them.

We cancel requests for many reasons including: items at other Case libraries, items available in OhioLINK, requests that do not meet copyright restrictions, and other reasons. The most common reason is because of an incorrect citation or not enough information. You will receive an e-mail with a reason when a request is cancelled. You can view and resubmit your cancelled requests through the ILLiad main menu once you have logged in.

***Copyright:*** When we request material (books or photocopies) on your behalf from another library, we are doing so through specific principles in U.S. Copyright law (17 USC 107; 17 USC 108) and the CONTU guidelines which help interpret that law. This restricts the amount of material the Harris Library can request from each journal or book without paying royalties to the publisher and/or author. While the law and guidelines can be vague on some points, the general guideline is libraries are not to use interlibrary loan in place of purchasing an item or subscribing to a journal. As such, we may cancel or ask that you alter any request(s) that we believe may violate the spirit of copyright law.

Examples that might have copyright problems or require royalty payment:

- Requesting more than 5 articles from the same journal (especially from the last 5 years)
- Requesting copies that would make up a significant portion of a book or journal issue

## **NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS**

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 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.

This 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.

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