



## CSN Libraries InterLibrary Loan Borrowing Policy

### **Purpose**

The CSN Libraries Interlibrary Loan Borrowing Policy is designed to inform CSN Library patrons of their rights and responsibilities in regards to InterLibrary Loan requests and materials. The purpose of InterLibrary Loan services is to support current curriculum and patron academic endeavors by providing access to needed materials which are not immediately available within the CSN Libraries collection or fall outside of the purview of the CSN Libraries Collection Development Policy.

CSN InterLibrary Loan abides by the American Library Association's [National InterLibrary Loan Code for the United States](#) and the specific policies of lending libraries. In addition, CSN InterLibrary Loan complies with the [Copyright Act of 1976 \(Title 17 of the United States Code\)](#) and guidelines developed by the National Commission on New Technological Uses of Copyrighted Works, known as the CONTU guidelines, as described in the [Library of Congress' Copyright Publication number 21](#).

### **Eligible borrowers**

Patrons eligible for Interlibrary Loan services are College of Southern Nevada faculty, staff, and students. Distance education students are eligible for InterLibrary Loan Services.

Borrowers must use their Tipasa account to be able to place InterLibrary Loan requests. This account may be accessed via the CSN Libraries webpage. The patron may contact InterLibrary Loan staff if they have any questions about or would like assistance with their Tipasa account.

Community borrowers are not eligible for this service.

### **Material Eligibility**

Patrons may have 30 active requests at any one time.

Any material that is not owned by CSN Libraries, is not a CSN Special Edition text, or is not a course textbook may be requested through InterLibrary Loan.

Materials that display in the Library catalog as being “missing” or “lost” may also be requested.

**Note:** Current textbooks cannot be requested through InterLibrary Loan. This includes most recent editions or textbooks less than five years old. Copyright limited chapter copies may be available, please reach out to ILL staff for assistance.

All materials are loaned in accordance with the rules and procedures of the lending library. Lending libraries may choose not to lend certain materials. The following materials are usually not available for loan:

- High-use materials

- Newly published materials
- Rare or fragile materials, media
- Computer software
- Reference books
- Entire issues or volumes of periodicals
- Multiple volume sets
- Other non-circulating materials

### **Pick-up and Return options**

Materials may be picked up at any of the CSN Libraries locations. Patrons indicate their preferred pick-up location within the item request form.

InterLibrary Loan materials may be returned to any of the CSN Libraries.

If the borrowed material is not picked up within two weeks of its arrival at the patron's selected CSN Library pick up location the material will be returned to the lending library.

Articles and other electronic materials are delivered to and may be viewed and downloaded from the patron's Tipasa account.

### **Request Timeline**

CSN Libraries InterLibrary Loan lends to and borrows from institutions both nationwide and internationally. The timeline for processing and receipt for any given material will vary due to shipping methods, lending library policy, and material availability.

- Books and other materials requested from in-state libraries usually arrive within one to two weeks.
- Books and other materials requested from out-of-state libraries usually arrive within one to four weeks.
- Articles and other scanned materials usually arrive same day to within two weeks depending upon availability.

Borrowers are notified via e-mail when materials arrive. The email address to which the notification will be sent is the one listed in their Tipasa account profile. The patron may update their contact information at any time. Use of the student, staff or faculty official CSN email address is strongly encouraged.

Prepaid return packaging can be supplied upon request or with the use of the 'Ship to Home' location when submitting a request. This packaging returns the item to CSN Libraries InterLibrary Loan department for check in and return to lending institution.

### **Request Renewal**

Renewal requests are available at the discretion of the lending library. The eligibility for renewal status will be displayed on the CSN Libraries slip provided on the front of the material and may also be found in the patron's Tipasa account.

Renewals cannot be requested if the material is more than two weeks overdue.

If the material is eligible for renewal the patron may place this renewal request from their Tipasa account, or request that InterLibrary Loan staff place the request on their behalf.

The patron will be notified via email if the request is approved or denied:

- If denied, patron is encouraged to return the material immediately
- If approved, the notification email will state the new due date

If a material is not eligible for renewal or a renewal request is declined, the patron should return the item and a request may be placed for another copy of the material from another institution if available.

### **Overdue materials or replacement costs**

There is no cost for borrowing materials through InterLibrary Loan Services. Materials which are lost, damaged or never returned may be billed at the discretion of the lending library. The patron is responsible for the timely return of borrowed materials. Any replacement costs or billing expenses for unreturned, extremely overdue, or damaged materials will be billed to the borrowing patron.

Courtesy notifications will be emailed shortly before a material is due, and three overdue notifications will be provided after the material has become overdue. After the third overdue notice the patron will be ineligible for InterLibrary Loan Services until either:

- An unbilled material is returned
- The associated fees for a billed material have been paid

### **Copyright**

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The patron borrowing photocopies of book chapters or electronic articles is liable for any infringement.

Articles and book chapter copies will be provided electronically to the patron's Tipasa account. At times this service might not be available due to copyright limitations.

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If you have questions about copyright or these limitations, please contact the InterLibrary Loan department.

### **Home Delivery Service**

Home delivery of InterLibrary Loan requested materials is offered upon request. While filling out the initial request form, patrons may select 'Ship to Home' as the desired pick up location. This service does require a home address, an up to date phone number, and an email address be provided in the request form. Return pre-paid packaging will be included with each item, as well as a notification slip with directions and contact information should patrons need assistance in returning borrowed items.

Requested materials will be checked out to the patron's CSN library card and mailed through FedEx delivery services. Items must be returned by the due date to the CSN InterLibrary Loan Department in the pre-paid return packaging provided. Should the return packaging become lost or damaged, the patron is responsible for the cost of shipping to return the borrowed item.

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