Interlibrary Loan Policy for the Mabee-Simpson Library 1/23/2018

Requesting Books

WorldCat Discovery is the search engine used in the Mabee-Simpson Library. It searches for books, videos, and articles in the library, as well as libraries nationwide and worldwide. WorldCat Discovery also provides an ordering platform for Lyon patrons so that books and articles can be borrowed from other libraries. When using WorldCat Discovery, watch for the red "Request" button within the citation in question. Clicking on the button will automatically pull up an electronic request form. Simply, complete and submit the form. Requests are fulfilled in 14 days or less.

Requesting Articles

Most of the articles that are not full text in the library’s databases have a link that says, "Fill out an ILL Form for This Article or Order Document." Once the new window pops up, the form automatically populates the ILL request form with the information needed to process the request. Just complete the contact information and click the submit button.

Note: If the databases don’t have an interlibrary loan form, copy and paste the citation into an email and send to: ill@lyon.edu.

Claiming ILL Items

Students, faculty, and staff will receive notices through their Lyon College email when materials arrive at the ILL office, which is next to the library’s circulation desk. Once an item is ordered and received, a patron is responsible for it. Books should be picked up in a timely manner. If a book is not picked up by the patron, it will be returned to the lending library on, or right after, the due date.

The checkout time for an ILL book is generally one month with a renewal time of two to four weeks, depending on the request. If a book has "no renewal" on its cover slip, the patron is expected to return the book to the ILL office by the designated due date.

If an ILL book is not mailed back to the lending library by the due date, the lender will invoice the Lyon patron for the cost of replacing the late book. All bills received for lost books will be sent to the Lyon College Business office upon receipt.

Student book requests are limited to fifteen items per semester. The cost to students for each ILL book ordered and received is fifty cents. Periodical articles ordered will be emailed to the student at no charge. The patron may keep articles.

Friends of the Library are limited to five ILL book requests. Faculty and staff have no limitations for ILL book requests.

Any lending library has the option to not renew a book. When this occurs, the book is RECALLED. When a book is recalled, the patron is asked to return the book to the ILL office.
within 24 hours. The patron will be notified via email concerning recalled items. Specific information will be given in these email messages.

Faculty and students may request journal articles that the library owns as paper issues, or bound volumes. If an article is requested that is on the Mabee-Simpson Library shelves, it will not be ordered through interlibrary loan. Due to lack of staff, if an owned article is photocopied by a library assistant or staff member, the requesting academic division will be charged for the photocopies made.

If an article is requested before it is published, a fee set by the magazine publisher, will be charged to Lyon College. The academic division requesting the article will be charged this fee.

**Overdue, Lost, or Damaged ILL Items**

When an ILL book is due, an email message will be sent to the patron. These messages will continue every week until the overdue material is returned. When the borrowed book is OVERDUE for six weeks, the patron will be BARRED from further ILL borrowing. The patron cannot order any more interlibrary loan books until the OVERDUE material is returned to the ILL office. The word “patron” here refers to Lyon College faculty, staff, students, and alumni. In extreme cases of delinquency, the Academic Dean will be notified.

Lending libraries determine the fees incurred for lost or damaged ILL items. Lost or damaged items, specifically books, must be paid for by all Lyon borrowers, including faculty members, who request them. All fees charged are paid to the lending library in compliance with their lending policies. Typically, this includes the cost of the book plus a processing fee.

If a borrower believes that he/she has returned ILL materials to the library circulation desk or the interlibrary loan office, a search process will ensue. This includes contacting the lending library and having the item traced. A borrower will be allowed a one-time pass on paying for the said returned item. Otherwise, all patrons are expected to pay for lost or damaged books that are in their possession.

ILL books that are returned late, or damaged in any way, jeopardize the ability of the Mabee-Simpson Library to borrow materials from other libraries in the future.

Loans designated for "In Library Use Only" cannot circulate outside the library building. Non-circulating items include rare or fragile books, genealogical materials, reference books, bound or paper issues of journals, microfilm reels, and DVDs. A list of items is on the OCLC Policies Directory and the Mabee-Simpson Interlibrary Loan Libguide.

**Copyright**

Lyon College's interlibrary loan policy adheres to the Interlibrary Loan Code of the American Library Association and Title 17 of the US Copyright Code.

This policy was formulated in 1999 and amended in 2016 and 2018. All questions regarding ILL policy should be directed to Kathy Whittenton, Interlibrary Loan and Reference Librarian, at the Mabee-Simpson Library (kathy.whittenton@lyon.edu).