Library Policy - Interlibrary Loan

Policy:

Interlibrary loans will be regulated according to specific limits and regulations according to norms adopted by the North Dakota Library Association, North Dakota Information Network, and other cooperative lending institutions.

Limits and Regulations:

1. Outgoing requests to other libraries:
   a. No book requests will be made for material owned unless class use dictates more than one copy. The ODIN data base should be checked before a request is made. Current books must be requested only within our state, and patrons shall be told there is a possibility of not securing the material.
   b. Periodical requests follow the policy established in photocopying policy and adhere to copyright rules and regulations.

2. Incoming requests from other libraries:
   a. Every effort will be made to send out requested materials.
   b. When requested material is checked out to a patron notice to that effect will be sent. The Library will not recall from a student during a regular loan period. If an item is held by a faculty/staff, a recall notice will be sent.
   c. If a request is received for a periodical which is on microfilm, microfilm will be sent if the borrower can use it. Other than microfilm, the material will be photocopied and sent.

History of This Policy:

First policy draft January 23, 1990.