

## **THE RACC LIBRARY**

### **INTERLIBRARY LOAN POLICY**

The RACC Library follows the Pennsylvania Interlibrary Loan Code and the National Interlibrary Loan Code when requesting and responding to interlibrary loan (ILL) requests. The RACC Library's commitment to patron service provides the foundation for its provision of interlibrary loan services. However, due to the costs and tracking involved in the interlibrary loan process, this service is provided only to members of the RACC community (current students, staff, faculty, trustees, as well as, retired staff and faculty). Other library patrons should be referred to their public libraries or current college libraries to access interlibrary loan services.

#### **ILLs Originated by the RACC Library:**

An interlibrary loan is a request for materials which are owned by libraries outside of the RACC Library or its partners, the Berks County Public Libraries System (BCPL). Requests for items which are available through BCPL are intralibrary loan requests; these requests are processed using the BCPL intralibrary loan procedures.

RACC community members who are eligible for interlibrary loan services must have current library cards, no outstanding fees or charges, no overdue materials, and no blocks against their records. The RACC Library reserves the right to deny interlibrary loan services to anyone who has not complied with the interlibrary loan procedures in the past. Because of the delay involved in obtaining interlibrary loan materials, an interlibrary loan request should be the product of a session with a librarian, so that the patron is first provided with as much information as possible from the RACC Library's resources. Online interlibrary loan request forms must be completed by the eligible library patron. The RACC Library reserves the right to refuse a request which violates local, state, or federal laws, such as, but not limited to, copyright violations.

Costs of interlibrary loan transactions are part of the library budget. However, the RACC Library may decline to process excessive interlibrary loan requests. Library patrons, who do not pick up interlibrary loan materials within two weeks of notification, may not be eligible for future interlibrary loan requests.

Library patrons who do not return interlibrary loan materials on time will be responsible for all charges and expenses which are levied by the lending library. Unpaid interlibrary loan charges may result in a Library Hold being placed on the patron's Library account and College account.

#### **ILLs Requested By Other Libraries:**

The RACC Library accepts interlibrary loan (ILL) requests from organized libraries in the United States and its territories and from international libraries that provide proof of location. Requests are accepted through the OCLC and the ACCESS PA interlibrary loan systems. The RACC Library reserves the right to refuse a request which violates local, state, or federal laws, such as, but not limited to, copyright violations. Availability of items depends on the need for the material by RACC Library patrons. Photocopies of periodical articles which are sent as an ILL

request need not be returned by the requesting library. In most cases, materials on reserve or in special collections including the Reference Collection, cannot be loaned. The typical loan period is one month. Renewals may be permitted on a case-by-case basis. Borrowing libraries who do not return ILL items to the RACC Library by the due date will be charged the replacement cost.