

Thomas C. Donnelly Library

POLICY STATEMENT

INTERLIBRARY LOAN

Donnelly Library endorses the National Interlibrary Loan code for the United States, prepared by the Interlibrary Loan Commission, approved by the Reference and Adult Services Division Board of Directors February 8, 1994 and revised on January, 2001. Donnelly Library accepts the obligations and responsibilities established for borrowing and lending libraries in the National Interlibrary Loan code of 1994. Attached to this policy statement is a copy of the revised code.

Interlibrary Loan is essential to the vitality of libraries of all types and sizes, and is a means by which a wide range of material can be made available to users. In the interests of providing quality service, libraries have an obligation to obtain materials to meet the informational needs of users when local library resources have been exhausted. An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

A loan or a copy of any material may be requested from another library in accordance with the lending policy of the library. The lending library will decide in each case whether a particular item can be provided.

New Mexico Highlands University faculty, students, alumni, staff, and courtesy card holders are eligible to use interlibrary loan. The purpose of interlibrary loan, as defined in this instrument, is to obtain for research and serious study, material not available at this library.

Donnelly library fills requests for books, journal articles, and other publications not available at Donnelly by participating in various library consortia, and by purchasing material from non-consortia libraries and from commercial document suppliers. As an example, articles can be obtained from the Health Science Library (UNM) if the journal is readily available there.

Donnelly Library adheres to all stipulations of the National Interlibrary Loan Code in general, and specifically assumes responsibility for all cost charged by the lending library, including transportation, insurance, copying, and any service charges. Sometimes, these charges will be passed forward to the user of the service when appropriate.

On Oct. 19, 1976 the Copyright Act was passed and on Jan 1, 1978 it went into effect. This is the most current copyright law that is being used today. Copyright compliance indicates that only five articles per journal per individual can be

requested within the last five years period and this is so that royalties won't have to be paid to the publisher.


The duration of a loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library and does not include the time spent in transit. Donnelly Library adheres to the other stipulations of the National Interlibrary Loan Code in regard to the duration of the loan.

Donnelly Library will not request or loan the following types of material:

1. Rare or valuable material, including manuscripts;
2. Textbooks, new books, and feature films unless faculty requests;
3. Bulky or fragile items that are difficult or expensive to ship;
4. Material in high demand by our faculty, students, and staff;
5. Material with local circulation restrictions;
6. Unique material that would be difficult or impossible to replace.

Disregard of any of the dispositions of this policy, or any of the stipulations of the National Interlibrary Loan Code, is sufficient reason for suspension of borrowing privileges.

Approved By:



Ruben F. Aragon, Director of Library Services

11/2/2009
Date