

The College of The Bahamas



Established
1974

POLICY ON PROVISION OF INTERLIBRARY LOAN SERVICES TO STUDENTS, FACULTY AND STAFF AT THE COLLEGE OF THE BAHAMAS

POLICY NUMBER	2008-03-POL
TITLE OF THE POLICY:	Policy on Provision of Interlibrary Loan Services to Students, Faculty and Staff at the College of The Bahamas
DATE OF ADOPTION:	14 May 2008
COUNCIL RESOLUTION NUMBER:	2008-03-POL
SUPERCEDES:	Previous practices
DATE OF IMPLEMENTATION:	14 May 2008
PROJECTED DATE OF REVISION:	December 2010
PURPOSE OF THE POLICY:	The policy is intended to establish guidelines for provision of interlibrary loan (ILL) services to students, faculty and staff at the College of The Bahamas.
REVISION NUMBER:	One (1)
ACCOUNTABILITY:	This policy is under the responsibility of the College Librarian, who is accountable for its implementation.
ASSOCIATED PROCEDURES:	The Librarian will be responsible for developing procedures to implement this policy. These will be published along with the policy on The College's Library website and will be available for broad distribution.
HISTORY	Approved on 14 May 2008

1. Authority

- 1.1. The College Council has the authority to set general policy guidelines and to establish principles to facilitate the sharing and procurement of resources not owned by the libraries to meet the scholarly, instructional and information needs of members of the college community.

2. General Statement

The College of The Bahamas (COB) will provide access to resources not owned by the libraries to students, faculty and staff to support scholarly research and to supplement classroom learning. Interlibrary Loan services will be free of charge.

This policy establishes principles to facilitate the sharing and procurement of resources to meet those information needs.

3. Definitions

3.1 Borrowing: Process by which Items are borrowed by the College libraries from local and foreign libraries for the use of the College of The Bahamas patrons.

3.2 Loaning: Process engaged by the College libraries to loan materials from the College of The Bahamas libraries collections to other libraries.

3.3 Document Delivery: The supply of photocopies of journal articles or other materials.

4. Borrowing

4.1 Policy

- 4.1.1 The College of The Bahamas students, faculty and staff are eligible for interlibrary loan service.
- 4.1.2 The College will not offer interlibrary loan services to any individual with outstanding library debts (overdue or lost books or unpaid fines).
- 4.1.3 The College will not borrow materials owned by the Library. The College library will borrow books declared Lost and not yet replaced.
- 4.1.4 Interlibrary loan materials must be returned to the College of The Bahamas Library.
- 4.1.5 Materials borrowed on interlibrary loan may not be placed on reserve.
- 4.1.6 Materials are loaned out and renewed only at the discretion of the lending library. Other libraries are under no obligation to loan out their materials.
- 4.1.7 The College library is obligated to conform to copyright law and other restrictions imposed by lending libraries and document suppliers.
- 4.1.8 The College libraries will adhere to restrictions placed on the use of materials (e.g., short-term loan, no renewal, in library use only, etc.) by lending libraries as failure to follow restrictions may jeopardize the College libraries borrowing relationship with other libraries. The Library may deny interlibrary loan service to patrons who fail to abide by restrictions communicated.

4.2 Materials and Format

Most materials available for circulation in the lending libraries are also available for interlibrary loan. However, there are some materials which may be difficult to borrow, as indicated in Appendix A.

4.3 Time Frame for Borrowing

The College libraries will endeavour to fill every document delivery request within three (3) business days and every Interlibrary loan book request within seven (7) days. The College libraries cannot guarantee specific turnaround time for a request as it will be affected by the policies and procedures of the specific lending library.

4.4 Costs and Fines

- 4.4.1 ILL services are free of charge to College of The Bahamas students, faculty and staff.
- 4.4.2 Students are limited to seven (7) ILL requests per calendar month. Each request received over the limit will be returned to the student. The student is free to resubmit that request during the next calendar month.
- 4.4.3 All patrons will be responsible for standard fines and fees for overdue or lost ILL materials as outlined in the *Guide to the College of The Bahamas Libraries*.

5. Loaning

5.1 Policy

- 5.1.1 Bahamian, West Indian and libraries with whom the College has reciprocal agreements receive first priority for interlibrary loan service.
- 5.1.2 An item loaned to another library can be recalled by the College at any time.
- 5.1.3 The College accepts interlibrary loan requests via FirstSearch, email, and fax.
- 5.1.4 The College will respond to requests within two working days.
- 5.1.5 The standard loan period for library books is thirty days. Renewal requests will be considered on a case-by-case basis. Please submit renewal requests ten days in advance of the due date.
- 5.1.6 All borrowing libraries are responsible for compliance with copyright laws and with any of the College of The Bahamas Library usage restrictions.
- 5.1.7 Preferred payment method is Ohio College Library Centre(OCLC) IFM. Otherwise, requestors may pay via credit card or certified cheque.
- 5.1.8 The decision to loan to other libraries is at the discretion of the College library.

5.2 Materials Loaned

- 5.2.1 Books in the General Collection at each branch library.
- 5.2.2 Books in the Teaching Practice Collection at the College's Main Library

5.3 Materials Not Loaned

Materials which are not loaned are indicated in **Appendix B**.

5.4 Document Delivery

- 5.4.1 Particular sections of some items from the "Materials Not Loaned" category may be delivered via photocopy provided there are no copyright or licensing restrictions.
- 5.4.2 Document delivery services are provided from 9 a.m. to 4:30 p.m., Monday to Friday. Basic service requests are filled within 48 hours. The library can provide Express Service as outlined on the fee schedule (*see Appendix C*).

6. Cost(s)

- 6.1 Interlibrary Loan charges as outlined in the fee schedule in **Appendix C** will apply.
- 6.2 Borrowing libraries are not assessed overdue fees. However, thirty (30) days after the final due date, unreturned items are billed as Lost and standard fees as indicated in *LIMS Guide to the College of The Bahamas Libraries* will be assessed the borrowing library.

7. Delivery Options

Materials will be delivered by Airmail (Bahamas Postal Service), or, when possible, by email or express service (if required by library). Cost(s) associated with a particular service is indicated in **Appendix C**.

8. Return Options

Items should be returned to the College Library via airmail to:

ILL Services

The College of the Bahamas

Libraries and Instructional Media Services Department

P.O. Box N-4912

Nassau, Bahamas

APPENDIX A

MATERIALS WHICH MAY BE DIFFICULT FOR THE COLLEGE LIBRARIES TO BORROW

- rare or fragile items
- manuscripts
- music scores
- special collection materials
- microforms
- audio visuals
- loose or bound journals (Photocopies of specific articles may be possible)

APPENDIX B

MATERIALS WHICH THE COLLEGE LIBRARIES DO NOT LEND

- Reference and Reserve books
- Special Collections (Bahamiana, Caribbeana and archival materials, including dissertations)
- United Nations (UN) documents
- World Health Organization (WHO) documents
- Pan American Health Organization (PAHO) documents
- Microform
- Bound or unbound periodicals
- Audiovisual materials

APPENDIX C**FEE SCHEDULE FOR INTERLIBRARY LOAN SERVICES****LOANING**

It is very time-consuming to track per page charges, postal charges related to package weight, etc, for every ILL transaction. The staff time required to calculate the charges associated with the old fee schedule would never be recouped by the actual fees collected.

Some libraries do have complicated fee structures but they also have separate interlibrary loan departments that can spare their staff the time required to calculate fees, send bills and confirm payment. The College does not have that luxury. Interlibrary loan services are performed by the Public Services Unit, which is already charged with manning the Circulation and Reference Desks and providing Bibliographic Instruction. Therefore, a simpler fee structure is recommended: a flat fee per requested item. That fee will include all photocopy and delivery charges, with the exception of long-distances faxes, which will be charged according to the old schedule. (If nothing else, charging extra for long-distance faxes will discourage users from requesting that time-consuming delivery option.)

Document Delivery**Basic Service**

Flat fee \$ 20.00 per requested item

Faxed documents..... \$ 7.50 per page

Express service

Request filled within 2 hours.....\$ 35.00, in addition to flat fee of \$20.00 per requested item

Postage and Handling

Vary depending on national postal and express rates and the weight of packages.