

LACCD Library Intra System Loan Policy.

Librarians will take the user's request and make sure that the patron would not be better served by material available in the home library or faster served by the public library. They will collect the information on the book and patron, making sure it is correct and readable. Requests will be done for Students, Staff, and Faculty. The library will decide if it wishes to make requests for other users with circulation privileges. The Library/Contact Person will decide if it wishes to make the request. Reference, reserve, AV media or special collection materials will not be sent, but requests can be made for consideration, or pages can be requested (see rules regarding access to reserve/special materials below). As a general rule, a user can request no more than two items from the same library at a time.

Requests will be made by one contact person (with alternate) and requests sent by email to the primary and alternate ILL contact at the owning library.

The contact person/alternate at the borrowing library will choose the most likely owning library (policy should be to rotate requests among libraries and not borrow from one or two libraries) and email the ILL contact & alternate there, requesting the book. Be sure to include "ILL" in the email subject line. Include call number with bibliographic information in the email request for the convenience of the finder. Also make it clear in the email who is sending the request and from which library, so if the request is handed off, the person actually filling the request can easily and correctly send the book.

The owning library ILL contact will review the request and, if the library wishes to lend the material, will make arrangements to pull the material, process it through circulation and put it in the District's courier mail. The contact at the lending library should email the original requester at the borrowing library to confirm that the material is in the courier mail. If the owning library declines to lend the material, the ILL contact will reply by email, to explain why the book is not being sent: e.g. missing on shelf, high usage in home library, reference, reserve or text book, etc.

Books to be sent via Courier need to be in sturdy packaging, clearly addressed, with library name, name of the ILL contact person and "Inter Library Loan" on the package label as well as a clearly identified return address.

Books are checked out for 2 weeks with no renewals.

Overdue fines will be charged and paid at the receiving library. The money will be kept by the receiving library.

The system will produce notices and bills from the owning library the owning library will place the student on hold if the material is not returned when a bill is generated by the system. Paying bills for lost items will be handled by the owning library. That library will decide the bill amount; make the receipt according to their regular policies. The

borrowing library may assist in the transaction, if they wish, or the student will need to travel to the lending library to take care of the bill.

RESERVE OR SPECIAL MATERIALS

While reserve or other special materials are not usually sent via the Intra Library Loan system, users from one library may view or use such material at another library. This is dependent on the policies of the owning library. It will be considered on a case by case basis. The Librarian at student's home campus needs to phone a librarian at the campus owning the reserve or special material to ask if a user may come and use the material in question. Each campus has different policies regarding use of reserve and special material, so it is important to find out if the local student will be allowed to use the material before sending a student to that campus. Give the student the name of the contact person at the library owning the material.

DIRECT LOANS TO STUDENTS FROM ANOTHER CAMPUS

Special circumstances may arise where a student at one library needs to borrow material from another library and cannot wait to have the material sent through the intra library loan process outlined above. If mutually agreed upon by both libraries, the student can be directed to the owning library. A librarian at the student's home library must first contact a librarian at the library owning the material and get preapproval to send the student to them. As a courtesy, the owning library will first pull the needed material from the shelf and arrange to hold it at the circulation or reference desk for the student. Give the student the name of the contact person at the library owning the material. The owning library will check the material out directly to the student for a 2 week period, with no renewals. The student will be informed that they must return the material directly back to the owning library, not their home campus library.