

Interlibrary Loan Bailey Library Borrowing Policy

Borrowing through Interlibrary Loan provides a service to Slippery University faculty, staff, and students for the purpose of expanding and broadening access to materials not available at the Library. Interlibrary loan serves as an adjunct to, not a substitute for, the collection which meets most needs of the library's users.

LOCATION

Lobby of Bailey Library

SERVICE HOURS

During Academic Semester

Monday - 7:45am to 4pm

Tuesday thru Thursday - 7:45am to 11pm

Friday - 7:45am to 5pm

Saturday - 9am to 5pm

Presession, Session 1 & Session 2

Monday - 7:45am to 3:30pm

Tuesday thru Thursday - 7:45am to 9pm

Friday - 7:45am to 4:30pm

Saturday - 9am to 1pm

CLOSED for Holiday December 25 thru January 1

PATRON ELIGIBILITY

Faculty, Staff, Graduate Students, Undergraduates, Distance Education Students

Community Users are not eligible

PATRON RESPONSIBILITY

Patrons should make interlibrary loan requests only after first identifying relevant sources available at Bailey Library.

Patrons should supply a complete citation for each request.

REQUEST SUBMITTAL

Requests may be made electronically through the Library's home page or on paper request forms available at the Reference Desk or at the Interlibrary Loan counter.

MATERIALS

Requests may be made for books, dissertations, audiovisual materials, or copies of periodical articles. We cannot accept requests for textbooks, books published within the previous year, or full issues of a periodical. While we will request such materials as microforms, and genealogies, patrons should be aware that many libraries refuse to lend them.

DELIVERY/ PICK UP

OCLC

The Interlibrary Loan staff will call or email the Patron when their Book arrives. Books ordered through OCLC must be picked up at the Interlibrary Loan Department by the Requester. The Patron must sign a slip verifying that they received the material. The length of loan is determined by the Lending library. Books must be returned in the Drop Off at Interlibrary Loan by the specified time. Books will be mailed to Distance Education Patrons. It is the Distance Education Patron's responsibility to return the book to Bailey Library.

Copies will be sent to the Patron's sru.edu email account.

Direct Borrowing – UBorrow, EZborrow

The Patron will receive an email when their Book arrives. The book can be picked up at the Circulation Desk.

CHARGES

Patrons incur no charges unless the material is damaged or lost while in their possession. In which case, the patron will incur a charge determined by the Lending library. However, if the price of requested material is excessive, a librarian may have a consultation with the patron to determine if another resource is available.

AVERAGE TURN-AROUND TIME

Books – 7.3 days

Copies – 4.1 days

RENEWALS

OCLC

Renewal Requests can be made by calling the Interlibrary Loan Department.

Direct Borrowing – UBorrow, EZborrow

The patron can renew the book online through their library account.

COPYRIGHT COMPLIANCE

All requests for loans will be made in strict compliance with U.S. copyright regulations governing fair use. (Title 17 USC).