



SUBJECT:	Library			
POLICY:	903.2 Interlibrary Loan			
PROCEDURE:	903.2.1 Interlibrary Loan Procedure			
EFFECTIVE:	August 2004	REVISED:	June 2026	REVIEWED:

Introduction and Purpose

Weaver Library understands that resource sharing and cooperative library relationships improve access to the widest array of materials. No library can own all the books, periodicals, and other materials needed by its patrons. However, libraries can provide additional materials to their patrons using a system of lending and borrowing known as interlibrary loan. Weaver Library partners with Treasure State Academic Information & Library Services Consortium, comprised of Montana's academic libraries, to provide access to over 4 million library items, in addition to reciprocal lending with other college and public libraries in the United States.

Policy

Great Falls College MSU Weaver Library lends its materials to other libraries and borrows materials for current faculty, staff, and students needing materials not available locally. When Weaver Library borrows from other libraries on your behalf, we accept the responsibility for the careful use and prompt return of borrowed materials. When you borrow interlibrary loan materials from Weaver Library, you accept responsibility for the careful use and prompt return of materials.

Eligible Borrowers

Interlibrary loan requests for materials that Weaver Library does not own are accepted from current Great Falls College MSU faculty, staff and students.

Materials That Can be Requested

- Books
- Copies of Journal Articles
- DVDs
- Audiobooks
- CDs

Cost

Weaver Library does not charge other libraries for borrowing items, nor does Weaver Library charge Great Falls College students or employees to borrow through the interlibrary loan program. However, some libraries do charge to lend items. Weaver Library prioritizes borrowing items from libraries that do not charge lending fees and works to provide interlibrary loan services to our students and employees at no cost. If a lending library charges more than \$20 for an item that cannot be obtained in another way, the excess cost (amount charged over \$20) is the borrower's responsibility. Weaver Library will always communicate to patrons before accepting an interlibrary loan that would result in patron charges.

Lending Periods and Renewals

The due date is set by the lending library. You will be notified of the due date when you pick up the requested materials. Renewal requests must be made a minimum of 5 days before the item is due by contacting Weaver Library staff. The lending library must approve a renewal request.

Overdue, Lost and Damaged Items

Any charges issued by the owning library for late, lost, or damaged interlibrary loan items will be charged to the borrower. Suspension of Interlibrary Loan Privileges

It is a privilege to borrow items owned by other libraries and it is our responsibility as the borrowers to make sure that items are treated with care and returned promptly. As a borrowing partner, we reserve the right to suspend our patrons' interlibrary loan borrowing privileges if items are not treated with care. Patrons' interlibrary loan borrowing privileges may be suspended for the following reasons:

- Unclaimed interlibrary loan items
- Excessive or repeated damage to interlibrary loan items
- Losing an interlibrary loan item
- Excessive or repeated overdue interlibrary loan items (more than 3 per academic year, or an accumulation of \$25 or more in overdue fines)
- Loaning an interlibrary loan item to another person
- Returning interlibrary loan items to the wrong library

Privileges may also be suspended for reasons not listed above at the Library Director's discretion on a case-by-case basis.

For information on submitting an ILL request, please see our related procedure.