Introduction and Purpose
No library can own all of all the books, periodicals, and other materials needed by its patrons. However, libraries often cope with the situation by providing additional materials to their patrons using a system of lending and borrowing known as interlibrary loan.

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 we borrow from other libraries on your behalf, we accept the responsibility for the careful use and prompt return of their borrowed materials. When you borrow interlibrary loan materials from us, you accept responsibility for the careful use and prompt return of materials.

An understanding by our borrowers of the following regulations and procedures will help us facilitate operations and provide better service.

Policy
Who May Borrow?
Eligible Borrowers
Interlibrary loan requests for materials that Weaver Library does not own are accepted from Great Falls College MSU faculty, staff and students and MSU Bozeman, Northern, and Billings students taking classes on the Great Falls College campus.

How to Make an Interlibrary Loan Request
Please check the library catalog and our Full-Text Finder carefully before making an interlibrary loan request. Interlibrary loans are expensive for both the borrowing and the lending libraries.

Interlibrary loans requests should be made through our interlibrary loan system, ILLiad. To make a request, you must first establish an account in ILLiad. To do this, go to http://library.gfcmsu.edu/Interlibrary.html. Requests will not be accepted by other means.

Once you have established an account, fill out the correct form in ILLiad—to request a copy of an article, use the “Request a Photocopy” form; for copies of book chapters use the “Request a Book Chapter” form. To request a book or video, use the “Request a Book” form. Help us by filling out your request completely with as much information as you have about your request.

The time required to fill a request can vary from several days to several months, depending upon the availability of the material. In most cases, allow 2-3 weeks for your request.

Materials That Can be Requested
- Books
- Copies of Journal Articles
- DVDs
- Audiobooks
- CDs
Borrowing Limitations
If materials are owned locally (i.e. by Great Falls Public Library, University of ProvidenceGF, or another local library) the patron should visit those libraries to use or obtain the material.

Most libraries will refuse interlibrary loan requests for the following reasons: difficult-to-ship materials (such as print newspapers, LP records, or maps); reference books; textbooks; recently published books; materials on reserve or in demand at the lending library; and rare items or volumes from special collections. Many libraries do not loan their audio-visual materials such as VHS tapes, DVDs, or CDs. If you are requesting a periodical, most libraries will supply a photocopy of the desired article rather than an entire issue or volume, which will be delivered electronically... There may be times when Weaver Library is unable to borrow an item through interlibrary loan and a request may go unfilled.

Cost
Weaver Library tries to provide interlibrary loan services at no cost. We prioritize borrowing items from libraries that do not charge lending fees. There are some cases in which costs may be your responsibility as the borrowing patron. If a lending library charges more than $20 for an item, the excess cost is the borrower’s responsibility.

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
Weaver Library will charge a late fee for late, lost, or damaged interlibrary loan items:

- If an item is overdue, any fines or fees charged by the lending library will be the patron's responsibility. They will be applied to your library account, in addition to a $1 per day overdue processing fee charged by Weaver Library.
- If an item is lost, you will be charged the replacement cost and processing fees determined by the lending library, plus any accrued overdue fees.
- The lending library assesses damage to items. If their item is returned damaged, they reserve the right to charge fines for damaged items. These damage fines and any processing fees charged by the lending library will be transferred to your library account and treated like any other fine or fee assessed by Weaver Library.

Unpaid fines are forwarded to the Business Office for collection when they reach $25 or are not paid by the end of the semester. The Business Office will add the amount due to your student account and may withhold academic transcripts and other services from you until the amount is paid in full.

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
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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 [insert link].

ILL borrowing privileges may be suspended for patrons for the following reasons:
1. Unclaimed ILL requests
2. Excessive ILL over dues (more than 3 per year or an accumulation of $25 or more in overdue fines)
3. Losing an ILL item

Receiving/Returning/Paying for Interlibrary Loans

All interlibrary loan materials should be picked up at the Great Falls College MSU Campus Library circulation desk. Borrowers will be notified by whichever means (phone or email) they have selected in their ILLiad account.

Most libraries from which Great Falls College MSU borrows do not charge loan fees. However, if a lending library charges us more than $20 for a loan or a photocopy, the user will be asked to pay the excess. If the patron does not pay the excess charges, the item will not be borrowed.

Loans must be returned to the Great Falls College MSU Campus Library circulation desk on or before the due date. Requests for renewal must be made at least 5 days before the book is due. To request a renewal, borrowers must log into ILLiad, go into View/Renew Checked Out Items and select the items they want to renew. This does not automatically renew items, but rather requests that a renewal be made. If the lending library agrees to extend the due date, the borrower will be notified of the new due date.

If an item is overdue, there is a fine of $1.00 per day/per item. Your library privileges will also be suspended until the ILL item is returned. Unpaid fines are forwarded to the Business Office for collection when they reach $25 or if they have not been paid by the end of the semester. The Business Office will add the amount due to your student account and may withhold academic transcripts and other university services from you until the amount is paid in full.

The Great Falls College MSU Campus Library wants to provide you the best interlibrary loan service possible. Please call 771-4398 or stop by the library if you have any questions.