



SUBJECT: Library

POLICY: 903.2 Interlibrary Loan

RELATED PROCEDURE: 903.2.1 Interlibrary Loan Procedure

EFFECTIVE: August 2004

REVISED: January 2024

REVIEWED:

Introduction and Purpose

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.

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 borrowed materials. When you borrow interlibrary loan materials from us, you accept responsibility for the careful use and prompt return of materials.

Policy

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.

Materials That Can be Requested

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

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 fine for late, lost, or damaged interlibrary loan items:

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.