

# Interlibrary Loan Policy

## Policy Information

### Issuing Office

Jerry Falwell Library

### Affected Parties

Liberty University's faculty, staff, and students; Other libraries within the United States

### Policy Language

The Interlibrary Loan Department strives to provide requested materials from the Jerry Falwell Library's physical or electronic collections or from other lending libraries within the United States. The Interlibrary Loan Department also participates in Resource Sharing by loaning physical library materials and providing articles, when possible, to local, statewide and national libraries.

### Policy Rationale

The mission of the Interlibrary Loan Department is to support the teaching, learning, and research needs of Liberty University's faculty, staff and students by striving to provide requested materials from either Liberty University's physical and electronic library collections or from other lending libraries within the United States.

### Definition of Glossary Terms

**Interlibrary Loan(ILL):** process used by libraries to obtain materials for their customers which are not available in their own library collections.

**Resource Sharing:** providing library materials to another library when requested through Interlibrary Loan.

## Procedural Information

### Procedures

Requests for library materials are processed by the ILL staff using ILLiad, an Interlibrary Loan management software. Liberty University faculty, staff and students create ILLiad accounts on the library's website in order to request library materials not available to them. Other libraries request to borrow/obtain Jerry Falwell Library materials by placing requests through OCLC (Online Computer Library Center) using either ILLiad or WorldShare ILL or by directly contacting the Jerry Falwell Library's ILL staff.

### Sanctions

Other libraries are charged replacement fees for the loss of any Jerry Falwell Library materials. Fees are assessed to Liberty University customers for late and lost library materials, removal of ILLiad labels, and ILL-requested physical materials which are not picked up. Repeat offenders may have their ILLiad accounts blocked.

### Exceptions

None