

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 provides materials requested by students and employees from Jerry Falwell Library's physical or electronic collections, or by borrowing from other lending libraries within the United States. The InterLibrary Loan Department also participates in resource sharing by loaning Jerry Falwell Library materials, when possible, to libraries both regionally and nationally.

Policy Rationale

The InterLibrary Loan Department policy aims to establish parameters by which the department conducts operations and ensures customer access to services. It also exists to clarify the distinct roles of the department, providing materials to university students and employees and to other libraries.

Definition of Glossary Terms

OCLC (Online Computer Library Center): An international cooperative that provides services to libraries and library users

Interlibrary Loan: A service whereby a library borrows a resource from another library on behalf of a library user

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