

Interlibrary Loan Borrowing Policy

Interlibrary loan is the service that enables the university community to order materials from other libraries. This includes returnable items such as books, DVDs, and CDs; as well as articles, which are the requestor's to keep. The Interlibrary Loan Department makes every attempt to acquire materials from institutions that do not charge for lending. If an item can only be located at a charging library, the borrower will be notified of the anticipated charges, and asked if he/she wishes to proceed with the request. The borrower will be responsible for all costs associated with the item, except as outlined below. Materials will be available for pick up at the Circulation Desk on the first floor, and borrowers must show a valid ID. Materials (except for articles) should be returned to the Circulation Desk. Interlibrary loan is predicated on the assumption of trust between lending and borrowing libraries that materials will be treated with respect, and between individual libraries and their respective patrons, that patrons will adhere to the lending library's policies. In this spirit, the following policies apply:

1. The Department reserves the right to refuse to order course specified textbooks for student use throughout the semester.
 2. The Department will not order materials which are available on Reserve at the Library.
 3. In order to maintain favorable borrowing status with other libraries, materials obtained through interlibrary loan may not be placed on Reserve at the University Library, nor may materials ordered by a patron in turn be lent to another person, with the exception of graduate students who have made prior arrangements with their professors.
 4. The Department will not order multiple copies of the same title for use by book clubs or study groups.
 5. When a total of 4 requests for a specific returnable title have been made, a recommendation for purchase will be forwarded to the Acquisitions Department.
 6. Borrowers must comply with all restrictions placed upon use of returnable items by the lending library.
 7. A patron who does not adhere to the policies outlined in this document may lose his or her interlibrary loan privileges.
- Undergraduates may request up to 20 interlibrary loans per month, and are required to pay all charges associated with borrowing materials if they can only be obtained from charging libraries. (Typical charges range from \$10.00-\$15.00) Undergraduates enrolled in capstone courses are required to pay any book loan fees over \$15.00 per book for up to 5 loan transactions per academic year, and all charges associated with photocopy requests. (Students may request more than five books, but must pay all associated lending fees past the fifth book.)

- Graduate students, faculty, and staff may request up to 30 interlibrary loans per month. Graduate students, faculty, and staff are required to pay all charges on transactions having any fees over \$15.00.
- Students, faculty, and staff are encouraged to place holds on items owned by Ft. Collins directly from the shared library catalog. Faculty, graduate students and staff receive a 6 month checkout period with the possibility of two renewals when directly held. Undergraduate students receive the standard 4 week checkout with the possibility of 3 renewals. Materials are received at and returned to CSU-Pueblo's circulation desk. For more information, consult the Circulation Policies listed on the Library's policies webpage.
- Community users (including students associated with other institutions) may submit up to 10 requests per month. Community members are required to pay all charges associated with borrowing books and/or obtaining photocopies if the materials can only be obtained from charging libraries. (Typical charges range from \$10.00-\$15.00)
- Theses and dissertations: If not available from a lending library or Digital Dissertations, borrowers may purchase the document to keep through the Library's Proquest account at a charge of \$28.00.
- Copyright royalty fees are incurred by requesting more than one article from a single issue of a journal. In these cases, the Department will attempt to borrow the entire issue in order to avoid fees. If this is not possible, the requestor will be notified of the anticipated charge, and be responsible for paying the royalty fee and a \$3.00 transaction charge per article, if he/she desires to proceed with the request.
- Lost Materials Fees: All borrowers are required to pay the lending library's lost item or replacement fee upon the loss of returnable materials, in addition to any overdue fines that have been incurred. If a formerly lost item that has been paid for is returned, the requestor remains responsible for any additional processing fees that may have been incurred at the lending library. Contingent on the lending library's policy, the requestor may or may not be reimbursed for the lost item fee that was paid.
- When fees reach the amount of \$20.00, the funds will be encumbered with the University's Accounting Office and CSU-Pueblo students will be subject to having their registration blocked and/or grades held until the item(s) is/are returned or the fees are paid. All users of interlibrary loan (students, faculty, staff, and community members) with overdue fines of \$20.00 and/or outstanding lost materials fees will lose their interlibrary loan privileges until the fees are paid.