

GWC Library INTERLIBRARY LOAN POLICY

1. **Nature of Interlibrary Loan (ILL) service:** The primary purpose of the interlibrary loans service is to assist GWC students, staff, and faculty with course-related information or research needs.
2. **Eligible borrowers:** ILL service is limited to current GWC faculty, staff, and students who are working on GWC-related research projects.
3. **Limitations on loans:** Loans will be made from libraries in the United States only and do not ordinarily include the following types of materials: genealogical materials, bulky or fragile materials, materials on reserve, or nonprint materials. At times there are requests for recently published books, journal articles, and reference materials, generally libraries will not lend these items, patrons will be notified that these requests will most likely not be successful. **There is a limit of 3 requests per academic semester per patron.**
4. **Charges:** Charges imposed by the lending library are the responsibility of the person requesting the loan. Whenever possible, ILL transactions will be free of charge. Charges will not be incurred without the prior approval of the requester. Payment will be made at the time of receipt of the item. Requests that generally require payment are for journal articles.
5. **Lost and unreturned items:** The charge for lost or unreturned items will be determined by the lending library. The person borrowing the item will be responsible for any charges, including processing fees, for any items he/she lost or did not return. Failure to pay will result in a hold on the student's campus account.
6. **Renewals:** Renewals of items loaned to GWC patrons will be at the discretion of the lending library. Renewals of items borrowed from GWC will be made at the discretion of the ILL librarian and when made will be for a period of 14 days.
7. **Restrictions on use:** The GWC Library is bound by any restrictions placed on loans by the lending library. These may include restricting use of material to within the Library, obtaining a signature of the borrower, and/or prohibiting photocopying.
8. **Administration of ILL service:** An ILL is initiated by the GWC librarian, if GWC Library resources are exhausted, unavailable, or inadequate.
9. **Type of requests:** All requests must be made in person at the Reference Desk.
10. **Delivery:** The patron will be notified when the ILL request is available at the GWC Library for checkout.