

Beaufort County Community College Library

Interlibrary Loan Policy

PURPOSE

Interlibrary loan services support educational research for our college community. This transaction allows libraries to borrow materials from and lend materials to other libraries. Beaufort County Community College is a selective user of OCLC/SOLINET. This membership provides the library with the ability to access materials throughout the United States and abroad.

The CCLINC ILL System provides access to titles within the North Carolina Community College System. All CCLINC institutions allow patrons to borrow materials by accessing the holdings from their local institutions.

Conditions

Beaufort County Community College adheres to the conditions stated in the North Carolina INTERLIBRARY LOAN CODE, 1983, and the NATIONAL INTERLIBRARY LOAN CODE. The ILL librarian will make the final decision about materials to be borrowed.

ELIGIBILITY

Interlibrary loan services shall be available to currently enrolled students, faculty, staff, and community patrons of the college with a valid patron account. Except for academic research needs, a limit of 5 requests per patron will be imposed. Interlibrary loan forms (available on the web site) must be filled out completely and signed by borrower.

- There are usually no costs for ILL.
- Fees for periodical/journal requests are generated by the lending library.
- Loan periods for materials are set by the lending library.
- Borrowers will be notified by mail, email, or telephone when materials are received. Materials will be held for one week after notification.
- Renewals are at the discretion of the lending library and the ILL librarian, dependent upon holds placed on the material.
- Materials on loan are subject to recall.
- ILL materials must be returned to the library by the due date.
- BCCC Library complies with the copyright law (Title 17, U.S. Code).
- BCCC Library makes a serious effort to exhaust local resources before initiating an ILL request.
- Overdue charges are the responsibility of the borrower.
- Borrower is responsible for lost or damaged materials.

REQUESTS

Currently enrolled students, faculty, and staff of the college may request up to five ILL requests at a time. BCCC Library accepts

requests from all types of libraries via OCLC or standard ALA form. Email and telefacsimile requests will be accepted. Request forms are available in the library and online.

Requested Materials May Include:

- books and other circulating collections
- videos, CDs, and DVDs, will be considered, however, many libraries likely have limitations on these materials
- copies of journal articles*
There are certain guidelines that must be followed with regard to the copying of journal articles for ILL in order to maintain proper legal use of such items. The American Library Association has developed guidelines where this is concerned.
BCCC Libraries shall maintain these records in accordance with the guidelines set forth by the ALA.