**Interlibrary Loan Policy – VWCC Borrowers**

**Brown Library**

**Virginia Western Community College**

**Applicability:** Interlibrary Loan services are available to currently enrolled Virginia Western Community College students and currently employed VWCC faculty and staff. ILL services are not available for community patrons. Community patrons should use their local public library for ILL needs.

Students may request books or articles relevant to their coursework. Items of personal interest that are not related to coursework should be requested through a public library.

Faculty and staff may request books or articles relevant to their VWCC position(s), including materials to facilitate grant applications, academic research, and continuing education. Items of personal interest that are not related to VWCC employment or academic research should be requested through a public library.

**Placing Requests:** Requests for books or articles should be placed by using the appropriate form on the library’s website. Please check our catalog and databases first. Then select the appropriate request form and fill in as much information as possible. The request form will be sent to the library and you will receive a copy to serve as a confirmation that we have received your request. Library personnel will contact you if additional information is needed or if there are issues obtaining the requested material.

**Receipt of Materials:** All ILL materials are delivered to library personnel. Books typically arrive within 3-10 business days. Articles typically arrive within 24 hours-3 days. Once materials arrive and are processed by our staff, we will contact you via college email or the telephone number provided on your request form. Please pick up your materials in a timely fashion on the top floor of the Brown Library building. Articles are typically delivered through email. If you no longer need the requested material, please inform us as soon as you can.

**Loan Periods:** Loan periods for books are set by the lending library. They are typically 2-8 weeks and will be clearly marked on the strap located on the cover of each book. Articles may be kept indefinitely, unless otherwise noted. Overdue charges are set by the lending library. If charges are assessed, the VWCC borrower will be responsible for paying them. Charges and instructions for making payment will be communicated to the borrower. The borrower’s VWCC account will be blocked until charges are paid.

**Renewals:** Renewals may be requested ahead of the indicated due date. Renewals are granted at the discretion of the lending library and are not guaranteed. We will request the renewal for you and contact you at your college email or the telephone number provided on your request form to let you know if your renewal has been granted or not. If your renewal is not granted, you must return the material to us as soon as possible to avoid overdue fees. If your renewal is granted, the new due date will replace the original due date. At times, a lending library will
inform us that renewals are not allowed on specific items in advance. We will communicate that information to you when you pick up your material.

**Recalls:** In rare instances, a lending library will recall their material. In such cases, we will notify you via your college email or the telephone number you provided on your request form. You must return the material to us as soon as possible or the date indicated at the time of notification to avoid fees assessed by the lending library.

**Returning Materials:** Borrowers are responsible for proper handling and care of materials that are issued to them for the duration of the loan period. All interlibrary loan materials must be returned to the Circulation Desk on the top floor of the Brown Library building. ILL materials may not be placed in any of the book return boxes on campus. Failure to comply with this rule may result in the suspension of ILL privileges and/or a fine if the material is damaged inside a book return box.

**Request/Loan Limits:** A borrower may have no more than 5 active ILL requests or loans at one time. Once an article is received by the borrower, the ILL is no longer considered active. Book loans are considered active until the book has been returned to our library.

**Fees:** We do not charge for processing ILL requests. Many materials can be obtained from lending libraries for free. In the event the requested material is only available from a lending library that charges a fee, we will contact you to determine if you are willing to pay the fee prior to filling the request. Once you agree to pay the fee and the request is filled, you are obligated to pay the fee. Overdue, damage, and replacement fees or costs are determined by the lending library when applicable.

**Restrictions:**
- We will not honor requests for textbooks.
- Materials borrowed through ILL cannot be placed on reserve in our library. ILL materials are for personal use only.
- Copyright limitations should be followed and are the responsibility of the borrower.
- For any periodical published within 5 years of the ILL request, the library can request no more than 5 copies of articles from a single periodical title (not a single issue) during a calendar year.
- Please be aware that you may request the following materials, but the requests are typically difficult to fill due to policies in place at many lending libraries:
  - Books published within the past 6 months
  - Reference books
  - Old or rare books
  - Entire issues of a periodical
  - Video or audio material, such as audiobooks and DVDs
  - Dissertations or theses
  - Genealogical material