

Interlibrary Loan Policy and Procedures

Interlibrary Loan is a service that Medicine Spring Library provides. We use this service when a book, article, or audio/visual materials are not available through Medicine Spring Library.

Interlibrary loan service is available to Blackfeet Community College faculty, staff, students, and Blackfeet Reservation community members. We borrow for academic use only. Borrowers must be free of fines and over-dues.

Procedure:

If you cannot find material in Medicine Spring Library ask a staff member to assist in finding and requesting an interlibrary loan.

Types of Material Borrowed:

Books, journal and magazine articles, video, audio, microfilm (in-library use only).

Types of Material NOT Borrowed:

Textbooks and any material that Medicine Spring Library owns (including material not available for checkout; video, archive, reference) may not be borrowed through interlibrary loan.

Costs/Fees/Charges:

Medicine Spring Library pays postage. Any fees the lending library charges will be covered by Medicine Spring Library for BCC faculty, staff and students with permission of the Library Director. All other patrons will have to pay for fees incurred. Overdue charges will be paid by the borrower, regardless of affiliation.

Request Limits:

Patrons can request up to four (4) items at one time. Multiple copies of a book should not be requested via interlibrary loan. New books (released within the past 12 months) may not be available.

How Long to Receive –Planning Ahead:

Typically items take 2-7 days to arrive if requesting in-state. Out-of-state material can take up to 3 weeks to receive. Interlibrary loan is probably not the way to go if you need the material NOW.

Notification Method:

Be sure to correctly fill in the contact information on the Interlibrary Loan form. Notification is sent after material is received through the mail. Items that are not picked up by the due date will

be returned and a \$2.00 fine will be added to the patron's account. Please notify the library staff if the material you requested is not needed.

Loan Period and Renewals:

Loan periods are based upon the lending library's policies; generally loan periods last 2 weeks. Renewals are not guaranteed, but can be inquired about. Please let the library staff know at least 5 days before material is due if requesting a renewal.

Return materials directly to library staff.

Overdue Fines/Processing Fees/ Replacement Costs for Lost/Damaged Materials:

Lost or damaged material will be assessed by the lending library with a fee charged to the patron. Please read "Non-Returned or Lost Material Policy".