Clifton M. Miller Library ILL Policy

About

Interlibrary loan (ILL) is a free service for obtaining research materials not readily available at the Clifton M. Miller Library.

Current students, staff, faculty, faculty emeriti, and Friends of the Miller Library at Contributor or Patron levels may use ILL.

Miller Library strives to follow the Interlibrary Loan Code of the United States set forth by the American Library Association and complies with U.S. Copyright Law and the CONTU Guidelines.

• Requests
ILL requests are processed during regular business hours. Library users assume responsibility for any fees incurred due to late returns or lost/damaged materials and for observing all copyright restrictions. Follow the instructions on the Miller Library’s Interlibrary Loan page.

• Timing
The processing and fulfillment of ILL requests take an average of 7-10 business days, but may take longer. Plan ahead and do not submit duplicate requests to rush the process.

Consider your ‘Need by’ date carefully as requests will be automatically cancelled in the system on that day. Please do not submit a ‘Need by’ date that is within seven days of your request.

• Limitations
Certain requests are more difficult to fill than others. Refer to the list of materials below before submitting your request or contact the ILL Specialist in order to determine whether ILL is an appropriate avenue for your research needs.

✓ Theses
✓ Textbooks
✓ Popular fiction
✓ E-books
✓ Entire volumes or issues of journals
✓ Reference books
✓ A/V materials (CDs, DVDs, etc.)
✓ Special collections/rare material

• Fees & Payment
Each overdue ILL item that is not returned within seven days of the due date will be fined $1.00 per day thereafter. Due dates are located on the book strap affixed to the front cover of books or on the front page of other material.
Patrons are responsible for all fees invoiced to the Miller Library for lost, overdue, damaged, or defaced ILL material that they have checked out. Such instances jeopardize our relationship with lending institutions, and thus, put future ILL requests at risk of not being filled.

Patrons can pay their fees by asking for one of the following people at the circulation desk of the Miller Library:
1. Amanda D. Kramer, Director of Access Services
2. Cynthia G. Sutton, Head of Circulation

• **Contact**
Please feel free to contact our friendly Access Services department with any questions or concerns. When in doubt, send an email!

**Request an ILL**

• **Step 1: Check the Miller Library online catalog**
We may have the item in our collection! Check the online catalog for the title of the publication that you are looking for first. (http://library.washcoll.edu/)

• **Step 2: Fill out the correct form or use the ONESearch tool link**
Choose between five different types of materials to request and fill out the appropriate online ILL Request form. (http://library.washcoll.edu/screens/ill.html)

Or click the ‘Request this item through interlibrary loan’ link when searching on the ONESearch discovery tool. (See below)

• **Step 3: Check details before submitting**
Did you include the volume and issue or ISBN/ISSN? Double-check that you have included all of the details before sending. Incomplete and inaccurate information will delay the processing of your request.
Manage Requests

• **Pick up**

**Digital copies:** Instructions for downloading your file will be emailed to you at your Washington College email address. **Please save a copy immediately.** You may lose access due to copyright restrictions. Re-ordering copies of the same ILL article will limit access to the journal title for other students, faculty and staff due to copyright compliance.

**Loans & hard copies:** Pick up your materials from the circulation desk of the Miller Library after you receive notice via your Washington College email address. If you no longer need the material, email the ILL Specialist as soon as possible.

Note the condition of the ILL material and return it in the same state. Do not deface or damage ILL items. Leave the book strap affixed to the front cover of the book.

• **Due dates**

Due dates are located on the book strap in red ink. The lending institution—not the Miller Library—determines due dates for ILL items.

Return all ILL material to the circulation desk of the Miller Library in the same condition you received it by the due date for processing. Do not return any ILL material directly to the lending institution, regardless of proximity.

Patrons do not need to return most copy requests since they are furnished for private research purposes and often arrive in digital form.

• **Recalls**

Recalled ILL items should be returned as soon as possible. Patrons have seven days after receiving the recall notice via email. Each item will be fined $1.00 per day thereafter.

• **Renewals**

Email the ILL Specialist at least three days prior to the due date of your item for renewal. Lending institutions reserve the right to grant or deny renewal requests. You will be notified of the status of your request via email. If granted, change the due date on your book strap. If denied, the Due Dates policy above still stands.

Copyright & ILL

Interlibrary loan requests are governed by the copyright law of the United States (Title 17, U.S. Code), as well as guidelines developed by the National Commission on New Technological Uses of Copyright Works (CONTU).

The following copyright statement is displayed on all ILL requests and must be agreed to when utilizing Miller Library’s ILL services:
NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTION

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Lending Policy (for other institutions)

The Miller Library lends to all domestic libraries and other comparable institutions, and we will lend internationally on a case-by-case basis. We comply with the Interlibrary Loan Code of the United States, the copyright law of the United States (Title 17, U.S. Code) and the CONTU guidelines, and strive for Rethinking Resource Sharing STAR initiatives.

For more information, please visit our OCLC Policies Directory profile. Our institution symbol is WWS.

https://illpolicies.oclc.org/

• Returns
All ILL items from our library may be shipped back via comparable method unless otherwise noted on the OCLC request form. Borrowing library assumes responsibility for replacement or charges for lost/damaged material and may wish to insure return shipping.

• Charges
We are a reciprocal lender with a sliding scale of $0.00-$15.00 USD. We will notify institutions of charges by OCLC IFM or invoice (in the case of replacement fees).