

Bishop Library ILL Policy

Overdue Policy

Any student with overdue ILL items will be blocked from borrowing additional items. Overdues are reviewed weekly. Blocks will be removed as soon as the overdue items are returned.

Student Policy

Fines will not be charged for overdue ILLs, but patrons will be sent weekly overdue notices. When an ILL item reaches 30 days overdue, students will be billed the actual cost for replacement of the overdue item PLUS any additional processing fees charged by the lending institution. These additional fees can be up to \$100 in excess of the cost of the item. The week before an item is 30 days overdue, the student will receive notice that they will be billed for replacement if the item is not returned within 7 days. The LVC business office will be notified of all replacement costs, and these will be charged to the student's account. ***Once a student's account is billed for ILL replacement costs, they will not be refunded.**

Faculty/Staff Policy

Faculty or staff who have ILL items that are more than 15 days overdue or that have been recalled by the lender for more than 2 weeks will be blocked from borrowing additional items.

If Bishop Library is billed for replacement of an unreturned interlibrary loan item, the library reserves the right to bill faculty and staff the cost for replacement of the overdue item PLUS any additional processing fees charged by the lending institution. These additional fees can be up to \$100 in excess of the cost of the item.

Items Not Picked Up

When Bishop Library acquires ILL items for students, the library may pay a fee to borrow these items. Bishop Library also pays shipping costs to return ILL items to the lender. ILL is provided as a special service at no charge to LVC students. Due to the potential cost and the time associated with processing ILL items, students are encouraged to only request items they intend to pick up. Bishop Library ILL sends email notices when requested items are available to check out, and at least two additional reminders to pick up ILL items. If a student requests more than five items in a given semester without picking them up, that student will be **blocked** from use of ILL services for the remainder of the semester. Blocks will be removed at the beginning of the following semester.

Returns

All ILL returns should be brought to Bishop Library and either deposited in the return slot at the circulation desk or given to library staff. **Interlibrary Loan materials should not be placed in intercampus mail.**

Requesting Items

Please only request ILL items for yourself. Do NOT request items for other students, staff, or faculty. All ILL requests placed through your Tipasa account are your responsibility. Any fees or blocks associated with an item checked out through your account will be charged against you, regardless of whether you borrowed the item for another individual. If an individual is having problems with Tipasa or questions about how to request ILL items, please refer him or her to staff at Bishop Library or ill@lvc.edu.