

Oklahoma City University Dulaney-Browne Library Interlibrary Loan Policy

Interlibrary Loan (ILL) service is an integral part of the Dulaney-Browne Library mission. Interlibrary lending allows the library to borrow library materials which are not owned by the Dulaney-Browne Library from other libraries. Most interlibrary loan requests are for books or journal articles, other items may be more difficult to obtain. The National Interlibrary Loan Code, agreements with other libraries, and the copyright law govern the borrowing of these materials.

All current students, faculty, staff, and emeritus / retired faculty of Oklahoma City University may borrow materials. (If a patron's borrowing privileges have been suspended due to overdue items or unpaid fines, interlibrary loan request privileges are also suspended.)

Misuse of the interlibrary loan service will result in fines and/or suspension of interlibrary loan privileges. Examples of misuse include:

- Failure to return books on time. (There is a 50 cent per day fine for overdue materials. Repeated offenses will result in the suspension of interlibrary loan privileges.)
- Failure to pick up requested materials.
- Requesting class textbooks available in the bookstore.
- Using interlibrary loan in place of materials available at the Dulaney-Browne Library or through its online resources.

Costs:

The Dulaney-Browne Library offers interlibrary loan as a service to students, faculty, and staff to supplement the materials that the library owns or leases. The library budget supports the basic costs of this service, including staff time, mailing or courier costs, and up to \$15.00 in fees imposed by the lending library. Interlibrary loan staff members will make every effort to request items from libraries that do not charge a fee. However, if a fee of over \$15.00 is necessary to receive the item, the requesting patron will need to pay the amount that is in excess of \$15.00.

The library staff may choose to order items requested through interlibrary loan for the library's collection rather than request it through interlibrary loan. This will generally be the case for audiovisual items (CDs and DVDs) which are not available from "free" lenders and that are available for \$14.00 or less through Amazon.