



California University of Pennsylvania

INTERLIBRARY LOAN POLICY MANDERINO LIBRARY

A. **Purpose & Scope:**

To provide rules governing Interlibrary Loan Department Services in the Louis L. Manderino Library.

B. **Definitions:**

Interlibrary Loan: loans of material not readily available in Manderino Library from other libraries for on campus students, faculty and staff of the University.

C. **Policy:**

Requests

The Louis L. Manderino Library provides interlibrary loan service to the students, faculty, and staff of the University that come to the California campus. This service is intended to provide materials not readily available in Manderino Library. Although we will supply material owned by Manderino Library to the home of our Distance Education students; it is against Interlibrary Loan Policy to borrow monographic materials for Distance Education students. Limits may be applied for photocopy requests in cases where violation of copyright law may be in question.

Requests can be submitted by accessing electronic forms on the Library's home page or by filling out a form obtained at the Reference Desk or Interlibrary Loan Office. Patrons will be notified by e-mail when monographic materials arrive; they are to be picked up at the circulation desk on the first floor of the Library. Monographic materials must be returned to the Circulation desk or Interlibrary Loan Office on or before the due date noted on the green wrapper. These due dates are set by the loaning library and must be followed. The borrower is responsible for any overdue charges or replacement cost of lost material.

All possible means are used to obtain materials from libraries with which we have reciprocal agreements. Any charges that are incurred for monographic loans will be passed on to the patron.

Every effort is made to fill requests in the most efficient manner possible. Patrons should allow a minimum of one week for the material to be obtained, and must understand that some materials do not circulate and will not be available. It is against policy to request textbooks, genealogy items, and new popular titles.

Loans

The Louis L. Manderino Library cooperates with libraries across the country by providing interlibrary loan service whenever possible.

We do not circulate reserve, reference, or special collection material. The lending period for monographic materials is one month, and renewable if there are no holds on the material.

D. Procedure(s):

(1) Go to: library/calu.edu

Click on Interlibrary Loan under Quick Links

Choose the Article Request or Book Request Tab

Enter the information into the form

Click Submit

(2) From a database:

Click on Request Article

Enter personal information

Click Submit

E. Effective date: September 3, 2004

Adopted: September 3, 2004

by: Library Services

Amended: October 23, 2015