

OhioLINK Interlibrary Loan Policy

Approved by OhioLINK Intercampus Services Committee (ICS) on March 4 2016

Approved by Intercampus Services Committee (ICS) on November 19, 1998 to replace "OhioLINK Interlibrary Loan Policies, Effective July 1, 1993" and "OhioLINK Interlibrary Loan Rush Fax & ILL Procedures" dated 9/26/96. Revised 2010, 2012, and 2016.

I. GENERAL

1. **ELIGIBILITY:** All OhioLINK member libraries agree to provide reciprocal interlibrary loan service (i.e. the supply of loans or copies of requested materials) to other OhioLINK member libraries and SearchOhio partner libraries without charge. This applies to all types of materials loaned or copied and which are not requestable through INN-Reach Patron-Initiated Circulation (P-Circ). Reciprocity begins when a new member library goes "live" on P-Circ.
2. **REQUESTS:** Requests should be initiated electronically through an ILL messaging system such as OCLC or DOCLINE. Other submission forms such as email, Web submission, or ALA ILL Request Form may be substituted as long as all standard bibliographic data is included (see *Interlibrary Loan Practices Handbook* by Virginia Boucher, 3rd edition, 2011, p.20). The requesting library must indicate OhioLINK membership or affiliation on the request.
3. **TURNAROUND TIME:** Every effort should be made to respond to all OhioLINK requests within two working days.
4. **RUSH REQUESTS:** Rush requests should be kept to a minimum because they disrupt the daily workflow at the supplying libraries and are time-consuming for supplying libraries to fill. OhioLINK members do not charge each other for rush requests. Rush requests should be clearly marked as such.
5. **OTHER:** The [Interlibrary Loan Code for the United States](#) and its [Explanatory Supplement](#) shall regulate any matters not explicitly addressed within this OhioLINK Interlibrary Loan Policy.

II. LOANS

1. **P-CIRC:** After an initial start-up period when a new institution joins OhioLINK, materials available and requestable via P-Circ should not be requested via interlibrary loan.
2. **FORMATS:** For materials not available through P-Circ, OhioLINK libraries are encouraged to lend to each other as liberally as possible through interlibrary loan regardless of the format of the material requested, while retaining the right to determine what material will be supplied. It is the obligation of the supplying library to consider the loan of material on a case by case basis. Supplying libraries are encouraged to lend audiovisual material, microformats, serials, and other categories of material that have traditionally been non-circulating.
3. **LOAN CONDITIONS:** Prior to updating an ILL request as filled or unfilled, the potential supplying library should request additional information and/or negotiate special loan terms, use restrictions and/or return shipping requirements, as needed, by contacting the requesting library through the resource sharing system or directly via email, phone, etc.
4. **DELIVERY:** Loan requests filled through interlibrary loan rather than P-Circ should be shipped via the OhioLINK courier system unless otherwise indicated by the lending library.
5. **AFFILIATE INSTITUTIONS:** Materials shipped to affiliated institutions which are not OhioLINK delivery sites, such as hospital libraries, should be sent to the sponsoring institution (e.g., NEOMED, The Ohio State University, etc.) for forwarding.

6. **REPLACEMENT CHARGES:** OhioLINK libraries do not charge each other service, overdue, or rush charges for interlibrary loan requests. Fees pertaining to the replacement of lost materials or repair of damaged materials lent through interlibrary loan rather than P-Circ are not defined by this agreement. OhioLINK libraries will promptly pay the lender's replacement/processing fees for lost or damaged materials.

III. COPIES

1. **COPYRIGHT COMPLIANCE:** Requesting and supplying libraries must comply with U.S. Copyright Law and be aware of related guidelines for copy requests (e.g. CONTU). Requests for copies (i.e. non-returnable reproductions of articles, book chapters, proceedings papers, etc.) must indicate compliance with [Section 108](#) of the U.S. Copyright Law (denoted on the request as "CCL") or with the [CONTU guidelines](#) (denoted on the request as "CCG"). Requests which lack such indication of compliance should be returned unfilled.
2. **LICENSE AGREEMENTS:** OhioLINK libraries must comply with all local license agreements when providing copies from electronic content. For OhioLINK-subscribed e-journal and e-book collection content, license information affecting ILL operations can be found on the [OhioLINK Staff Information web site](#) (Ostaff login required).
3. **QUALITY:** When scanning, the supplying library should provide a copy that closely reproduces the original article or chapter in appearance, legibility, and completeness with appropriate attention paid to image color and clarity, margins, page orientation, and any accompanying references, plates, or appendices.
4. **FULFILLMENT OF REQUESTS:** Requests should be filled electronically, such as through Odyssey or Article Exchange. If necessary, copy requests may be delivered via email as a PDF attachment or with a link to a locally mounted PDF.