

# Interlibrary Loan (ILL) Policy

### <u>Purpose</u>

The primary purpose of Interlibrary Loan (ILL) services is to obtain materials for scholarship that are not collections.

#### **Restrictions**

Patrons should first utilize the print and electronic resources available in the HPU Library. Librarians can be consulted to help locate resources that may have been overlooked.

Some materials are not available through ILL. These can include the following:

Textbooks, reference books, eBooks, and some audiovisual materials Items that are fragile, oversized, or in a library's special collections Dissertations

### ILL Costs

In most instances, ILL items can be obtained for free. In the event a free option cannot be found, the fee is usually between \$10.00 - \$20.00 per item.

The ILL request forms enable requestors to specify the maximum amount they are willing to pay for each item.



Requestors are adviss/TtoTplan ahead and allow themselves enough time for the requested materials toTarrive.

### Notification and Pickup

HPU Library staff will send updates and pickill@hpu.edu. -mail address from

ILL itemsTcan be picke/Tup from The Waterfront Library (Building 6, Room 302) Requestors are responsible for picking up their ILL materials.

- o Books not picked up by their due date will be returned to the lending institution.
- tachcles: a unique link and password combination will be emailed to the requestor, who will have 30 days to download the aachcle.

ILL fees can be paid at the Business Office or online (HPU Pipeline).

• If an ILL item requires aTcost, the fee must be paid before the item can be given to the requestor.

### Loan Periods, Renewalsnd Recalls

Lending institutions determine the due dates, possibility of renewals, and other potential limits for ILL items they loan to HPU. Loan periods vary depending on the institution lending the item, but the e date at the time of Tpickup. It is the patron

return their ILL materials by the due date, or to request renewals before the itemsTare due.

To request a renewal please contact ill@hpu.e/u

ILL itemsTmay be recalled by their lending institution. Recalled materials should be returns/T promptly.

RenewalsTare determined by the lending institution and are not guaranteed

# Over/ue Items and Fines

Returning ILL items on time helps HPU maintain good standing with other universities and lending institutionsTand to maintain its credibility in ILL lending circles. TOverdue ILL items may result in lending institutionsTcharging latefees and refusing to loan materials to HPU. To avoid this possibility and safeguard the continuation of ILL services for the HPU community, the HPU Library will take the following steps to Ttry to ensure itemsTare returned on time:

An over/ue nochce will be sent to the patron the next working day after the ILL /ue date. A secon/Thotice will be sent seven days Tafter the item was due. For faculty, the secon/Thotice will

Lending institutions may charge their own fees. Any fees charged for overdue ILL items will be

Individuals with over/ue ILL itemsTonTtheir records will not have any additional ILL requests processed by the HPU Library, Thor can the individual borrow any HPU materials, until the itemsT are returned.



### Lost or Damaged Materials

Lost or damaged materials (water damage, fire damage, theft, etc.) may incur a fee The HPU Library will consider an item lost if it is 21 days overdue. Lending institutions may assess their own fees for their lost or damaged property. (Even if an item considered lost is later returned, the lending institution may still apply the fee.) Lost or damaged fees will be assessed to, and are the financial responsibility of, the individual

### Suspension of Privileges

who borrowed the item(s).

Interlibrary Loan services may be suspended for an individual for the following reasons:

Repeatedly not picking up requested ILL items.

ervice will resume

once all overdue materials are returned and applicable fines paid.

# Copyright Limitations

The HPU Library complies with the copyright law of the United States (Title 17, U.S Code), which governs the making of photocopies or other reproductions of copyrighted material. According to CONTU Guidelines, up to 5 articles published in the current 5 years may be received from a single periodical title per calendar year by an institution. Also, regardless of publication date, one article, per issue, per patron may be received by an institution per calendar year. Submission of an Interlibrary Loan Request Form in regard to copyright limits.

For additional information, contact:

Interlibrary Loan Services

ill@hpu.edu

Waterfront Library: 808-544-0210

Assistance is also available through the 24/7 chat reference service available on the HPU Library and Learning Commons homepage.