

PALMER COLLEGE OF CHIROPRACTIC
DIVISION OF ACADEMIC AFFAIRS
DAVID D. PALMER HEALTH SCIENCES LIBRARY

DEPARTMENT OF ACCESS SERVICES

Title: Interlibrary Loan Patron Borrowing Policy

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Interlibrary Loan Borrowing Services

Palmer College of Chiropractic students, faculty and staff in good standing, can obtain materials through the Interlibrary Loan Service that the David D. Palmer Health Science Library does not own. PHSL will either borrow or order photocopies of items from another Library under the following rules and conditions:

- PHSL does not own the requested material in print or electronic form.
- PHSL owns the material but it is declared damaged, lost or missing.
 - **Lost material** is defined as material that has been declared missing for 3 months or more.
 - **Missing material** is defined as material that cannot be found after three unsuccessful searches for the material.
- Preceptor students may request **articles only** from PHSL via interlibrary loan.
- Materials available designated as in-house use only (such as Reference or Special Collection materials) will **not** be interlibrary loaned.
- All patrons must agree to abide by the Palmer Health Science Library Interlibrary Loan policies and the United States Copyright Law (U.S. Code Title 17).

Book borrowing:

- There is no charge for requesting the Interlibrary Loan of a book.
- Overdue or damaged material fines or fees assessed by the Lending library will be billed to the patron.

Journal articles/sections or chapters of a book photocopying:

- \$2.00 - Standard Handling
- \$7.00 - Rush Handling, which sends a standard request and has the article or section from the book faxed back to our library.
- \$17.00 - Urgent Handling, which faxes the request for items and has the article or section from the book faxed back to our library.
- Copyright and/or Royalty fees will be paid by the patron.

Payment Information

- Patrons will be notified when the material arrives and will pay the Handling Fees at the time of pick-up.
- Photocopies will be held for two weeks after the first notification is given.
 - If materials have not been picked up after two weeks, the article will be sent to the requester's mailbox and the bill (along with a \$3.00 billing charge) will be sent to the Business Office for collection.
- Preceptor Students will receive an invoice from the Palmer College Business Office shortly after they receive the material.
 - Invoices not paid after 30 days will be added to the student's tuition bill.
- Users who are authorized to have their departments pay for materials may select that option. The department will be billed for the transaction(s) at the end of each month.

Loan Period, Renewals & Recalls:

- The lending Library determines the *loan period* for the items they send to the Library.
- If an item must be *renewed*, it must be renewed prior to the due date or the renewal request cannot be placed. If the Lending Library allows renewals, one renewal per item may be requested.
- The Lending Library has the right to *recall* an item they have loaned at any time. If you receive a recall notice, return the item immediately. If the item is still needed, PHSL will try to obtain it from another source.
- PHSL will allow patrons to pick up interlibrary loaned book material up to two days before the item is due to go back to the lending library.
 - If the requester comes after that time period, and still wants the book, every attempt will be made to renew the book from the lending library for the patron. The book will be kept by PHSL until a renewal is granted.
 - If the lending library renews the book, the item will be released to the requester.
 - If the renewal is not granted, the book will be returned to the lending library.

Returning a Borrowed Item

- Return Interlibrary Loan materials by the due date directly to a staff member at the 3rd floor Circulation Desk.
- DO NOT return ILL materials in the book drops or at any other Library location. The patron is responsible for the material until a staff member receives it at the 3rd floor Circulation Desk.
- When returning ILL materials, inform the Library staff member that the material being returned is an ILL item.
- The borrowing patron is responsible for all fines/fees that result from overdue or lost ILL materials.