ISTC Library Interlibrary Loan Policy

In June 2011, the ISTC Library merged with the other state scientific survey libraries to form the Prairie Research Institute Library. This document is posted as an example of an interlibrary loan policy. To borrow materials from the former ISTC Library collection, contact the University of Illinois Library’s Interlibrary Loan Office (http://www.library.illinois.edu/irrc/)

- The Illinois Sustainable Technology Center (ISTC) Library exists primarily to further the mission of the Center and its program staff and does not lend directly to individuals outside ISTC.

- In accordance with the Library’s membership in the Lincoln Trail Libraries System (LTLS) and OCLC’s LVIS Users Group, the Library does honor requests from other libraries when they are made through standard library mechanisms. The library accepts interlibrary loan requests by fax and e-mail and also accepts photocopy requests through the OCLC ILL subsystem (OCLC symbol JY1).

- The ISTC Library will interlibrary loan:
  - books and government reports that are NOT part of the Reference collection;
  - video and audio cassette resources with multiple copies in the collection; and
  - photocopies of articles from journals received by the library
    ⇒ Journal photocopies will be faxed to requestors if they ask and the article in question is 10 pages or less.

- Materials charged out on interlibrary loan are due back within one month of the charge date.

- Materials charged out on interlibrary loan may not be renewed.

- The ISTC Library will NOT loan:
  - reference materials (REF in call number)
  - video and audio cassettes for which the library holds a single copy
  - journals (periodicals)
  - microfiche
  - slide sets
  - articles in the ISTC reprint collection
  - computer software programs, diskettes, or CD-ROMs.

- Photocopies of non-circulating materials and printouts of microfiche documents may be made at ISTC at the Librarian’s discretion.

- Any changes to this policy will be made at the discretion of the Librarian in consultation with the Library Committee and with the approval of the Information Services Program Manager and the ISTC Director.