



International Institute for
Primary Health Care
Resource Center

Information that strengthen primary health care

Inter-library loanpolicy

International Institute for Primary Health Care – Ethiopia (IIPH-C-E)
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INTRODUCTION

No library or resource center is self-sufficient in meeting the information needs of its users. Nor could every library subscribe to every journal and collect books. The interlibrary loan (ILL) is intended to help address library users access to content that is not considered “core” to their particular library. Thus, libraries use different means of resource sharing in order to meet the needs of their users. Interlibrary loan is one of the means of resources sharing that is used by libraries of different institutions.

As defined by the Interlibrary Loan Code for the United States, “interlibrary loan is the process by which a library requests material from, or supplies material to, another library.” The purpose of interlibrary loan, as defined by this code, is “...to obtain, upon request of a library user, material not available in the user's local library.” According to International Federation of Library Associations and Institutions (IFLA), ILL has been using standard procedure and followed universally throughout the libraries. The documents shared may vary according to the nature of the resources. Some documents might have copyright issues and some may limit and restrict types of materials to share. Items in the following categories may be loaned to libraries: monographs, government publications, audio visual materials including cassettes, CDs, DVDs and videos, microforms, serials and magazines.

IlfPHC-E Resource Center seeks to identify and address access gaps. The Center supports and engage partners such as libraries, universities, governmental and non-governmental organizations, research centers, information centers and document delivery services to provide additional ways to access content.

The Resource Center, therefore, has developed this policy so that all libraries/information centers that have signed and wish to sign interlibrary loan agreement with the Center will be governed by the rules and regulations stated in this policy.

DEFINITION

In this policy, the term “Lending Library” refers to the IlfPHC-E Resource Center whereas the term “Borrowing Library” refers to a library or resource center that has signed an agreement to do interlibrary loan transactions with the IlfPHC-E Resource Center.

OBJECTIVES

The interlibrary loan aims to complement rather than to substitute for good library collections that are working to fulfill the routine needs of local users. Interlibrary loan is based on a tradition of sharing resources between various types and sizes of libraries and the belief that no Library, regardless of its size or budget, is completely self-sufficient.

Libraries usually have collection development policy that focuses on their purpose, and whenever their users look for materials outside their collections, they tend to fulfill the requests through interlibrary loan arrangements with other libraries. Interlibrary loan may also be used to obtain materials that are owned by the local library; but which are not available because they are damaged, missing or checked out.

The system of interlibrary loan rests on the belief that all libraries have something to contribute and should be willing to lend if they are willing to borrow.

SCOPE

This interlibrary policy regulates the exchange of materials between libraries in Ethiopia. As interlibrary loan is a mutual relationship among libraries, libraries that signed the ILL agreement should be willing to supply requested materials by the borrowing library unless for reasons mentioned in this policy.

The borrowing library may request any material from the lending library regardless of format. The lending library, however, has the right to determine whether the material can be provided to the borrowing library or not.

The IIfPHC-E Resource Center's books, journals, articles and DVDs can be borrowed for 15 days/two weeks. However, basic reference materials, rare materials including manuscripts, bulky or fragile materials which could be difficult and expensive to transport and handle cannot be circulated.

ELIGIBILITY

Government academic institutions such as universities, colleges, private colleges, research institutions, governmental organizations, and local and international non-governmental organizations with established library system or information center may have interlibrary loan agreement with IIfPHC-E Resource Center.

An organization that wishes to have interlibrary loan agreement with the Resource Center should provide an official letter with a written description of the organization, in general and that of its library or information center, in particular. The written description should clearly indicate the objectives of the organization, number and type of their library collections, number of users, professionals serving in the library etc. The letter should be submitted to the Resource Center staff for processing and approval.

DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES OF THE BORROWING LIBRARY

Written Policies: A library's interlibrary borrowing policy should be available in a written format and readily accessible to all library users. Whenever possible, the borrowing policy should be posted on the library's website.

Confidentiality: Protecting each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted is essential. Interlibrary loan transactions are confidential library records. If an individual's identifying information is needed on a request, using identification numbers or codes rather than the user's name should be considered to maintain confidentiality.

Policies and procedures should be developed regarding the retention of ILL records and access to this information.

Request for materials from the lending library will be limited to items, which the borrowing library doesn't own or cannot readily obtain at reasonable cost.

Complete Bibliographic Citation: Providing a good bibliographic description assures that the user will receive the item requested. The borrowing library should submit their request for materials in a standard bibliographic format and bibliographic detail of items requested should be complete.

Collecting and returning materials: The borrowing library is responsible for honoring due dates and enforcing all use restrictions specified by the lending library. The requested materials can be collected from the Resource Center of the lending library appearing physically or they can be sent via postage to the address mentioned by the borrowing library. Any postage cost to be incurred will be covered by the borrowing library. Borrowed items should be returned within the due date agreed to the Resource Center, physically or by postage.

In some cases, the loans may include the provision of photocopies as substitute for loan of the original materials. The borrowing library bears cost of photocopies and postage (if any).

Responsibility for materials: The borrowing library is responsible for all materials it has borrowed. Borrowed items should be returned in the condition in which they were received at the requesting library. If damage or loss occurs, the borrowing library is responsible for compensation or replacement, in accordance with the preference of the lending library.

The borrowing library may not request more than the maximum number of materials it can borrow at a time. The maximum number of materials that can be borrowed from the lending library at a time will be determined during the signing of the agreement.

Renewals: Photocopies of articles can be kept by the borrowing library; but books and other materials must be returned within the due date of the Resource Center. The borrowing library can ask renewals four days before the due date. When the lending library denies a renewal request, the material should be returned by the original due date or as quickly, if the renewal is denied after the due date has passed.

The borrowing library should be certain if the item(s) they are requesting are available in the lending library. You can check this from the Resource Center's electronic catalog at:
<http://catalog.iifphc.org>

Individuals do not have permission to borrow directly from the Resource Center. Users must go through their library in order to borrow from the Center.

Suspension of service: Repeated breaches of this policy may result in the borrowing library's inability to obtain material. Examples of actions that may result in suspension include repeated failure to return loans in a timely manner, multiple losses or damaged items.

RESPONSIBILITIES OF THE LENDING LIBRARY

Lending policy: The lending policy should be readily available to borrowing libraries. The lending library will make its lending policy, contact information and service schedule available on the Resource Center's website.

Confidentiality: The lending library has a responsibility to safeguard the confidentiality of individuals requesting materials.

Material format or collection: The lending library should make its best effort to lend as liberally as possible, regardless of the format of the materials requested, while retaining the right to determine what material will be supplied.

Timely Processing: The lending library has a responsibility to act promptly on all requests. The responses should be sent via the same method the borrowing library used to send the request, or by otherwise contacting the borrowing library directly. The lending library should avail the material for immediate collection by the borrowing library or ship to the preferred address of the borrowing library (shipping costs incurred will be covered by the borrowing library).

Duration of loan: The loan period is determined by the lending library. The loan period is usually for two weeks. Materials on loan are subject to recall any time and the borrowing library should comply promptly.

Renewals: The borrowing library should ask for renewals in time and can be renewed for a maximum of two weeks period. Second renewal should never be asked without a specific explanation. The lending library should respond affirmatively or negatively to all renewal requests. The lending library should grant the renewal request if the material is not needed by another user.

Suspension of service: Repeated breaches of this policy may result in the borrowing library's inability to obtain material. Examples of actions that may result in suspension include repeated failure to return loans in a timely manner, multiple losses or damaged items. The lending library should not suspend service without first attempting to address the problem(s) with the borrowing library.

Loss or Damage: The borrower is responsible for all costs associated with lost or damaged interlibrary loan materials. The lending library assesses the charges for loss or damaged items and apply. Repeated overdues or loss or damage of interlibrary loan materials can result in loss of interlibrary loan privileges.

EXPENSES

The borrowing library assumes the responsibility for costs charged by the lending library, including postage, photocopy and service charge (if any). The borrowing library should be informed about any charges before processing the transaction.

AGREEMENT

The parties in this agreement are the representatives of both lending and borrowing libraries. Both parties should affix their signature hereto and a copy shall be in both Borrowing and Lending Libraries.

The agreement is subject to renewal every year.

Name of the Borrowing Library (Institution): _____

Name and Position of Head of the Library (Institution): _____

Seal and Signature _____

Date: _____

Name of Lending Library: IlfPHC-E Resource Center

Name and Position of Head of the Resource Center: _____

Signature: _____

Date: _____