



Mary Livermore Library
The University of North Carolina at Pembroke
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Circulation: 910.521.6516
Fax: 910.521.6547
www.uncp.edu/academics/library/

Interlibrary Loan (ILL) Policy Statement

- I. Borrowers
- II. Materials
- III. Copyright
- IV. Lending

I. Borrowers

Interlibrary loan supports the research needs of current faculty, faculty emeriti, students, and staff at The University of North Carolina at Pembroke. This service locates and provides materials not available from, or owned by, Mary Livermore Library. Upon receipt of these materials, the patron is notified that the materials are available to pick up at the Circulation Desk. For faculty members and distance education students, materials are delivered via campus mail or the United States Postal Service.

We regret that we cannot offer interlibrary loan services to persons not affiliated with UNCP in a faculty, student, staff, or Friends of the Library category. Unaffiliated users may contact their local public library for this service.

UNCP ILLiad is the system used to submit, track, and renew interlibrary loan materials. To request an item, you must first identify yourself to the Library's ILLiad system. For more information, see the Library's website at www.uncp.edu/academics/library/departments/outreachdistance-education/document-delivery.

Mary Livermore Library tries to respond to requests for materials within 24 hours of receipt of requests.

II. Materials

Interlibrary loan is a service through which UNCP patrons may borrow materials not owned by Mary Livermore Library from other libraries.

Although there is no limit on the total number of requests a patron may make, we encourage users to travel to other libraries for on-site access to material when extensive use of a collection is required.

Materials generally not available on interlibrary loan are: rare books, audiovisual materials, printed newspapers, some dissertations and theses, reference books, and entire issues of periodicals.

III. Copyright

The Copyright Law of the United States (**Title 17, U.S. Code**) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions of **17 U.S.C. § 108 (e)(1)** is that the photocopy or reproduction not be "... used for any other purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of the fair use provisions, that user may be in violation of copyright law. Our institution reserves the right to refuse a copy request if, in its judgment, fulfilling the request would violate copyright law.

Included in the **Final Report of The National Commission on New Technological Uses of Copyrighted Works (CONTU)** was a set of guidelines governing copying and interlibrary arrangements in conjunction with **Section 108** of the copyright law. The guidelines, while not having the force of law, are long-standing common standards among libraries and archives. Mary Livermore Library will apply the guidelines below paraphrased from the provisions of the CONTU report.

1. Restrictions on Number of Copies of Periodicals – The interlibrary loan unit should not submit, during any calendar year, more than five requests for copies of articles from a particular periodical title if those requests are from issues published within the past five years. No restrictions are placed on the number of copies of articles requested for materials exceeding five years of age. Requests in excess of above limits are subject to the copyright permissions process and payment of royalties, where applicable. The Library will cover the cost of royalty payments for up to ten articles for faculty and graduate students without review, if the price is determined to be reasonable by Access Services staff. After the tenth article, subsequent articles requiring royalty payments must be approved by the Dean of Library Services.
2. Record-Keeping Requirements – The requesting library must maintain records of all such requests and fulfillment of requests for the current calendar year plus three previous calendar years.
3. Notice – All copies made by the interlibrary loan unit and interlibrary loan request forms must bear a notice of copyright.

IV. Lending

Lending information is for the use and benefit of library staff that want to request UNCP materials for their patrons. Individuals should contact the library they are affiliated with to request interlibrary loan. Requests will be sent to your home library by our Interlibrary Loan Services office.

Mary Livermore Library provides interlibrary loan services to other academic, public, and special libraries. We try to respond to borrowing libraries' requests within 24 hours of receipt of requests.

We accept requests via OCLC, Docline, and ALA or IFLA forms sent through fax, e-mail, or Ariel.

- OCLC symbol: NPS
- DocLine symbol: NCUZFX
- Ariel IP: 152.21.4.44
- Fax: 910.521.6547
- Voice: 910.521.6516
- Affiliations: OCLC, SOLINET, CAHL, CFHSIC, FreeShare, Free-for-All

We loan:

- Monographs
- Photocopies
 - Journal articles
 - Newspaper articles
 - Reference materials

We don't loan:

- Multimedia
- Government documents
- Microforms
- Original (hard-copy) periodicals
- Special Collection, Archives, or Reference materials
- Items on Reserve

We provide a 28-day loan period and offer renewals for most materials on a case-by-case basis. Loans are subject to recall.

We do not charge reciprocal partners and we encourage new relationships.

We bill by invoice sent with the materials.

We participate in SOLINE resource sharing.

We ship via USPS, Ariel, e-mail or fax.

Scheduled Reduction in Services: The Interlibrary Loan Services office will be closed for the Christmas holidays each year. We will suspend shipment of loans from the end of the fall semester until the beginning of the spring semester. We will continue to send articles via Ariel, fax, and mail until our Christmas hiatus. Please see the Library's website at <https://www.uncp.edu/academics/library/library-hours> or see the **OCLC Policies Directory** for our dates of hiatus.

For more information, please contact Interlibrary Loan Services via phone or e-mail.

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Library Technical Assistant for Interlibrary Loan/Lending
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Revised 09/14 jlp