Riley Library
Interlibrary Loan Policy

Purpose
Interlibrary Loan (ILL) is a service offered by John E. Riley Library to support the research and educational needs of the Northwest Nazarene University community by providing access to additional resources not owned by either the NNU or Albertson College of Idaho libraries. Riley Library conducts all transactions in accordance with the National Interlibrary Loan Code and Explanatory Supplement, the U.S. Copyright Law (Title 17, United States Code, Sections 107 and 108), and CONTU Guidelines.

Eligibility
Interlibrary Loan (ILL) services are intended for NNU students, faculty, administrative personnel and staff. The library is normally unable to extend this service to others, including those who have borrowing privileges for the library’s own materials through a Community Patron card. Exceptions may be made only with the Library Director's express approval.

- Undergraduate students – 20 items per semester
- Graduate students – 40 items per semester
- Faculty – no limit
- Administrative personnel, staff, adjunct faculty – 40 items per semester

The library reserves the right to prioritize and manage requests depending on the workflow.

Material Types
The following items are normally not eligible for request:

- Items owned by Riley Library
- Items which are currently on reserve for a course in progress
- Items intended to be placed on reserve by a faculty member
- An entire issue of a periodical, magazine, or newspaper
- Unpublished conference proceedings
- Psychological or educational tests
- Anything outside of the copyright guidelines described as fair use.

Most libraries will usually not lend reference books, maps, rare, fragile, genealogical, reserve materials, or single copies of dissertations. Please speak directly with an NNU librarian if you think you will need to request material of this nature.

Charges

- For current NNU students, faculty, and staff, the library covers all costs.
  The following are exceptions and must be paid in advance:
    - Special fees for “rush” requests
    - Requests in excess of CONTU guidelines ($5-$50/item)
    - Distance learners are responsible for all postage costs and charges related to the return of materials to Riley Library
- For those granted service through the library director’s approval the library reserves the right to require reimbursement for any fees incurred.
- Patrons who do not pick up materials by the return date on the item will be charged a $5.00 processing fee per item.
- Repeated failure to pickup and/or return materials in a timely manner may result in the loss of ILL service
- Requests for renewal must be made at least 3 days prior to the due date indicated on the item.
- Fines for overdue materials are determined by the lending library.
- Replacement for lost items is determined by the lending library ($60-$120/item).

Copyright Restrictions
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted material. A photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research”. If an individual uses a photocopy or reproduction for purposes in excess of “fair use”, that individual may be liable for copyright infringement.

Approved by Library Staff & Instructional Resources Council: October 2004
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