

Piedmont Virginia Community

Policy I– Instruction & Student Services Policy

I – 80.0 Interlibrary Loan Policy/Procedures

Betty Sue Jessup Library

Policy #:	I – 80.0
Effective:	August 2008
Revised:	October 2022
Responsible Dept:	VPISS

1. Purpose

The Interlibrary Loan Policy is the official library document outlining access to materials related to coursework that are not available in the Betty Sue Jessup Library. This policy provides guidelines and procedures for participating as a borrower and lender in the process.

2. General Information

Books may be borrowed, and photocopies of journal articles may be acquired from other libraries. The Betty Sue Jessup Library adheres to the VIVA (The Virtual Library of Virginia) Interlibrary Loan Guidelines (2013) and the Copyright Law of the United States (Title 17, U. S. Code).

3. Applicability

Interlibrary loan services are open to Piedmont Virginia Community College faculty, staff, and all currently enrolled PVCC students regardless of location or modality (online/distance, face-to-face, credit/noncredit, and dual enrollment). Community users not currently enrolled in classes should use the interlibrary loan services at the Jefferson Madison Regional Library.

4. Policy

The Betty Sue Jessup Library will borrow materials for faculty, staff, and currently enrolled students. These materials must be related to coursework or the business of the college. The Betty Sue Jessup Library will not borrow course textbooks or other books used as texts for students. Betty Sue Jessup Library users are not charged for borrowing books or photocopies of journal articles. The library will only acquire materials for students from libraries that do not charge fees for loaning materials. Faculty and staff can obtain materials from libraries that charge fees by reimbursing the College for those fees.

Students are limited to requesting three books and six periodical articles at a time; however, exceptions will be made on a case-by-case basis. Additional materials will not be ordered until the original requests are received. Faculty and staff may request an unlimited number of interlibrary loans. The lending time period and renewals are dependent upon the policies of the lending library. All interlibrary loans are due on the date noted or at the end of the semester, whichever is earlier. The library stops requesting books for students through interlibrary loan one and half weeks before the end of the semester due to processing time.

5. Responsibilities

Students and faculty members requesting interlibrary loans are responsible for returning the borrowed items to the Betty Sue Jessup Library. If a book is damaged or lost, the requestor is responsible for the fee charged by the lending library. Failure to pay results in the students having an administrative hold placed on their record. Students also will be turned over to a collection agency and the State Department of Taxation's Debt Setoff program, which allows any state refunds or payments to be garnished until replacement fees are recouped.

It is the responsibility of the requestor to pick up an interlibrary loan item within 14 business days after notification. Items will be returned after the 15th business day of receipt if not picked up by the requestor. Repeated failure to pick up requested materials may eventually result in the suspension of the interlibrary loan privileges for the remainder of the semester.

6. Procedures for Implementation

Students, faculty, and staff may order interlibrary loans by using the online interlibrary loan request form found on the library's Web page.

All books and photocopy requests are generally processed by lending libraries within forty-eight hours. Lending libraries usually ship books within two to four days, but occasionally it may take as long as a week to receive a book.

Students and faculty at the main campus must come to the Betty Sue Jessup Library to check out all interlibrary loaned books. Students and faculty at off-campus sites will have interlibrary loan books shipped to them via inter-site courier. Online students outside of the service region may have books mailed to them. Journal articles will be sent to the requestor via email.

The library staff will email the requestor when the borrowed items have been received.