Delta College Library Interlibrary Loan Policies (Guidelines)

The following policies are meant to be guidelines. When circumstances warrant it, exceptions can be made for some of these guidelines.

Interlibrary loan is available to Delta College administration, faculty, staff, and students. Michigan residents and participating interlibrary loan institutions not affiliated with Delta College may also request and borrow materials.

All interlibrary loan requests must adhere to the American Library Association Interlibrary Loan Codes and the Federal Copyright Laws. Failure to comply could result in the loss of interlibrary loan privileges.

There is no charge for placing an interlibrary loan request.

There is no limit to how many requests a patron or institution can place.

Interlibrary loan policies and procedures are determined by each individual lending institution.

Lending institutions will honor all interlibrary loan requests. However, there may be a variety of reasons why material cannot be lent (too new, poor condition, non-circulating, could not locate on the shelf, lacking the volume or issue requested, checked out, or material is too bulky to ship).

If requested material cannot be obtained, it is up to the lending institution to notify the requesting institution. The patron is notified that their request cannot be obtained.

Lending institutions determine the best method for shipping materials. Rush requests do not work well for material that must be shipped via the postal service.

The length to which an interlibrary loan item can be checked out is determined by the lending institution.

Delta College Library will not inter-loan textbooks required for classes. Interlibrary loan only allows a 21-day checkout, which does not provide sufficient time for an entire semester.

Patrons and/or institutions must return interlibrary loan material by the time it is due, or request a renewal.

Renewal of materials can be requested, but it is up to the lending institution to grant or deny the renewal request. If a renewal request is denied, then the item must be returned.

Late, damaged, or lost material will result in fines and/or payment of the item. No replacement copy will be accepted.

Lending institutions determine the cost of the material that is lost or damaged. Most institutions also include a processing fee added to the replacement cost.
If billed for material that is late, damaged, or lost, it is up to the patron or requesting institution to pay the bill promptly.

Once an item is paid for, and if the item is found afterwards, Delta Library cannot refund the money. The reason that Delta Library cannot refund the money to the Delta College patron is that the lending institutions will not refund any money to Delta Library once Delta Library pays the bill. If the lending institution pays for a late, damaged, or lost Delta item, Delta Library cannot refund the money to the lending institution because Delta Librarians purchase a replacement as soon as possible.

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