

INTERLIBRARY LOANS POLICY

Effective Date: December 14, 2009 **Originating Office:** Library Administration
Supersedes/Amends Policy dated: September 11, 2002 **Policy Number:** LA-8

SCOPE

The Concordia University Libraries participate in the international interlibrary loans system through which library materials are made available to other libraries, worldwide. This policy applies to Interlibrary loans.

DEFINITIONS

Categories of Users:

Concordia University community (Primary Users)

The Concordia University community includes all students, faculty and administrative and support staff of the University, whether permanently affiliated or on a temporary assignment, who hold a valid Concordia University I.D. card.

Extramural Users (Secondary Users)

Extramural users are alumni and persons from outside the Concordia University community who wish to borrow items from the Concordia University Library collection in accordance with the *Extramural Users Loans Policy LA-2*.

POLICY

Categories of materials

Loan period

All material is loaned to the patron for the length of time given by the lending institution. Generally, materials are loaned either for two weeks with the option of being renewed once, or for three weeks with no renewal.

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|----|---|---|
| 1. | A. Monographs | Three (3) weeks from date of receipt.
No renewal. |
| | B. Monographs on microform
(Pollard-Redgrave, Wing,
Goldsmith Kress, ERIC, etc. | Three (3) weeks from
date of receipt. No
renewal. |
| 2. | Map collection | Not available for ILL. |
| 3. | Reserves material | Not available for ILL. |

INTERLIBRARY LOANS POLICY

Page 2 of 4

4. Periodicals
 - A. Current issues (paper or microform) Photocopies of articles supplied.
 - B. Bound volumes Photocopies of articles supplied.
 - C. Back issues on microform
Issues ten or more years old, available for loan. One (1) week from date of receipt, no renewal.

Less than ten years old, not normally loaned. Photocopies of articles supplied.
 - D. Newspapers (on microform) Issues ten or more years old, available for loan. One (1) week from date of receipt, no renewal.
 - E. Newspapers (on microform) Less than ten years old, normally not loaned. Photocopies of articles supplied.
5. Theses
 - A. Bound copies (circulating) Three (3) weeks from date of receipt. No renewal.
 - B. Microform Three (3) weeks from date of receipt. No renewal.
6.
 - A. Government Documents Three (3) weeks from date of receipt. No renewal.
 - B. Government Documents (reference, statistical, parliamentary materials, etc.) Do not circulate. Photocopies supplied.
7. Media materials, including Curriculum Lab materials Items loaned at the discretion of the Unit Head, Periodicals and Media Services, Webster Library or Head, Vanier Library, as the case may be.
8. Special Collections "In-library use only". Items loaned at the discretion of the Head, Vanier Library, or Head, Government

INTERLIBRARY LOANS POLICY

Page 3 of 4

Information Services, Webster Library,
for Theses and MBA Papers.

9. Reference Collection "In-library use only". Items loaned at the discretion of the Unit Head, Information Services, Webster Library, or Head, Vanier Library.

SERVICES

Lending Privileges and Services

10. Interlibrary Loan service is available to all academic, public and special libraries. Requests for material can be made by mail, Ariel, internet or fax.

Charges to Borrowing Libraries

11. Billing for the Lending service is issued once a year on June 1. CREPUQ libraries are not charged for loans or photocopies. Other libraries are charged as follows:
12. BOOKS: \$12.00 per loan
Exceptions: Montreal Museum of Fine Arts; Centre de Recherche Informatique de Montréal (CRIM); Transportation & Development Centre (TDC); Ontario Council of University Libraries (OCUL); Association of Universities and Colleges of Canada (AUCC) and Canadian Association of Research Libraries (CARL); any other library with whom we have a reciprocal agreement. Contact person: Head, Serials/Mail/Receiving/Accounts/ILL.
13. PHOTOCOPIES: \$13.00 for the first 10 pages, plus \$0.30 for each additional page
Exceptions: Montreal Museum of Fine Arts; Centre de Recherche Informatique de Montréal (CRIM); Transportation & Development Centre (TDC); Ontario Council of University Libraries (OCUL); Association of Universities and Colleges of Canada (AUCC) and Canadian Association of Research Libraries (CARL); any other library with whom we have a reciprocal agreement. Contact person: Head, Serials/Mail/Receiving/Accounts/ILL.
\$5.00 per request (regardless of the number of pages)
14. FAX: \$1.00 per page in addition to regular photocopy charges

Borrowing Privileges and Services

15. Interlibrary Loan service is available to all Concordia faculty, students and staff. The service is not available to Extramural Borrowers with the exception of the Retired Concordia University Personnel and CRIM (Centre de recherche informatique de Montréal).

INTERLIBRARY LOANS POLICY

Page 4 of 4

RENEWALS

16. Requests for renewals must be made three days before the due date. Renewal requests may be made in person or by telephone or e-mail. Items can only be renewed once. Renewal requests made after the due date are not granted. There are no exceptions to this policy.

PERIODICALS

17. With a few exceptions, periodicals are not loaned by other universities. A photocopy of the article can be made at a charge. Each article must be requested separately.

CHARGES TO PATRONS

18. Users of the ILL Service will be charged as follows:
19. BOOKS: No charge
20. PHOTOCOPIES: \$4.00 for the first 30 pages, plus \$0.30 for each additional page (per article)
21. FAX : \$1.00 per page in addition to regular photocopy charges, except for articles obtained under the UMI or CISTI/CREPUQ agreements, where regular charges apply.
22. Charges incurred by the Library for items or photocopies requested as urgent or rush are passed on to the patron. The same policy applies to courier service charges.

QUESTIONS, COMMENTS OR COMPLAINTS

23. Questions, comments, or complaints about this policy or its application should be addressed to the Library Administration:

by email:

libadmin@alcor.concordia.ca

or by mail to:

Library Administration
Concordia University, Webster Library
1455 de Maisonneuve Blvd., West
Montréal, Québec
H3G 1M8