

INTERLIBRARY LOANS POLICY

Effective Date:	December 19, 2013	Originating Office:	Library Administration
Supersedes/Amends Policy dated:	December 14, 2009	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.

The scope of this policy is to define the conditions for borrowing material, on behalf of the Concordia users, from other libraries; and the conditions for lending of items from Concordia Libraries collections to other libraries.

BORROWING

Users

Concordia University Primary Users as defined by the [Library Loans Policy](http://library.concordia.ca/about/policies/LA-1.pdf) (LA-1: <http://library.concordia.ca/about/policies/LA-1.pdf>).

Borrowing Policy

1. Interlibrary Loans is a service whose primary goal is to obtain research material Concordia Libraries do not own.
2. Any Primary User in good standing can request material not held by Concordia Libraries to be borrowed from another library on their behalf.
3. All material borrowed from external institutions is loaned to users for the length of time given by the lending institution. Any conditions specified by the lending institution are respected with no exceptions (example: in-library use only). Generally, materials are loaned for three weeks.
4. Renewals are possible only when the lending institution allows it. Requests for renewals must be made three days before the due date. Renewal requests may be made in person, by telephone, or by e-mail. Items can only be renewed once.
5. Volumes or issues of a journal are normally not loaned by other universities. A digital or print copy of an article can be made.
6. There are no charges for users of the interlibrary loans service, except charges incurred by Concordia Libraries to obtain copies, print or digital, of monographs (example: theses), when loans are not possible. These charges are passed on to the user after obtaining their consent.

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7. Users that do not return material borrowed by the due date indicated on the Interlibrary Loan – Received Slip, may have their library privileges blocked until either the material is returned, or replacement costs are paid.

LENDING

Users

Any academic, public or special library.

Lending Policy

8. For directions on how to make requests, see the following webpage: [Information for Borrowing Institutions](http://library.concordia.ca/research/ill/lend2.html) (<http://library.concordia.ca/research/ill/lend2.html>)
9. Material from Map and Reserves Collections are not available for ILL.
10. Monographs (print or microform) are generally available for three (3) weeks from date of receipt, with no renewals.
11. Copies of articles from periodicals are supplied.
12. Periodicals on microform are generally available for one (1) week from date of receipt, with no renewals.
13. Media materials are loaned at the discretion of the librarian(s) in charge of the collection.
14. Reference Collection items are loaned at the discretion of the librarian(s) in charge of the collection.

Charges to borrowing libraries

15. Billing for the Lending service is issued twice a year (December and June).
16. CREPUQ libraries are not charged for loans or photocopies, as well as any other library with which we have a reciprocal agreement.
17. As per the [agreement](http://www.crepuq.qc.ca/spip.php?article1005&lang=fr) (<http://www.crepuq.qc.ca/spip.php?article1005&lang=fr>), OCUL, COPPUL, CBUA-CAUL libraries are not charged for loans and are charged \$5.00 per request for article copies.
18. Other Canadian non-profit libraries and institutions are charged as follows:

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- A. Loans : \$25.00 per loan
- B. Copies: \$25.00 per article

19. Other Canadian for-profit libraries and institutions as well as libraries and institutions outside of Canada are charged full service costs as follows:

- A. Loans: \$35.00 or 3.5 IFLA vouchers per loan
- B. Copies: \$35.00 or 3.5 IFLA vouchers per article

QUESTIONS, COMMENTS OR COMPLAINTS

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

by email: lib-admin@concordia.ca

or by mail to: Library Administration
Concordia University, Webster Library
1455 de Maisonneuve Blvd., West
Montréal, Québec
H3G 1M8