

**LIBRARY****INTERLIBRARY LOANS POLICY**

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**Effective Date:** December 16, 2019      **Originating Office:** Office of the University Librarian  
**Supersedes/Amends Policy dated:** December 29, 2013      **Policy Number:** LA-8

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**SCOPE**

Concordia University Library participates in the international interlibrary loans (ILL) 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 Concordia users, from other libraries; and the conditions for lending of items from Concordia's 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 that the Concordia Library system does not own.
2. Any Primary User in good standing can request material not held by Concordia Library to be borrowed from another library on their behalf. Undergraduate students have a maximum of fifty (50) active requests at any one time. Faculty and graduate students have unlimited requests to support their research needs.
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 online, 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.

## LIBRARY

6. There are no charges for users of the interlibrary loans service, except charges incurred by Concordia University Library 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.
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](https://library.concordia.ca/find/interlibrary-loans/institutions.php) (<https://library.concordia.ca/find/interlibrary-loans/institutions.php>)
9. Materials from Map, Reserves, and Special Collections are not available for ILL.
10. Monographs (print or microform) are generally available for six (6) 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. BCI libraries and other libraries with which Concordia University has a reciprocal agreement are not charged for loans or photocopies.

## LIBRARY

17. As per the [agreement](#) between BCI, OCUL, COPPUL, and CBUA-CAUL member libraries, interlibrary loan and document delivery requests are filled free of charge. As a basic principle, all parties agree to exhaust local resource sharing opportunities before borrowing from each other.
18. Other Canadian non-profit libraries and institutions are charged as follows:
- 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 Office of the University Librarian:

by email:

[libraryadmin@lists.concordia.ca](mailto:libraryadmin@lists.concordia.ca)

or by mail to:

Office of the University Librarian  
Concordia University  
1455 de Maisonneuve Blvd. West, LB 331  
Montréal, Québec H3G 1M8