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UFS·UV
LIBRARY AND INFORMATION SERVICES
BIBLIOTEK - EN INLIGTINGSDIENSTE

LIBRARY AND INFORMATION SERVICES

POLICY

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Related policies	

1. TITLE

Name: Inter-Library Loans Policy

2. PREAMBLE/BACKGROUND

It is the policy of the University of the Free State Library and Information Services (UFS LIS) to increase access to more information resources by participating in the national and international inter-lending system. The Service is about libraries sharing their resources through lending and borrowing information resources to and from one another, on behalf of library users. UFS LIS participates in Inter-Library Loan Service to support research conducted by researchers and postgraduate students by extending access to collection beyond UFS LIS.

3. PURPOSE

- To set rules and regulations that will be applied in managing Inter-Library Loans Service (ILL).
- To provide guidelines for use of the Service.

4. SCOPE

This Policy applies to the Inter-Library Loans staff members, participating libraries, academic staff, researchers and postgraduate students.

5. DEFINITIONS AND TERMS

- "Bibliographic record" means author, title, ISBN (books) or ISSN (journals), publisher, date of publication, and place of publication.
- "CALICO" means Cape Library Consortium
- "eSAL" means Eastern Seaboard Association of Libraries
- "Holding library" means a library that has the requested library material in its collection
- "Information resources" means books and journal articles
- "NLSA" means National Library of South Africa

- "Postgraduate students" means students enrolled for studies beyond undergraduate studies, such as Honours, Masters and Doctoral Degrees
- "SACat" means South African Catalogue
- "SAIS" means South African Inter-Library Scheme
- "SEALS" means South Eastern Academic Library System

6. POLICY CONTENT AND GUIDELINES

6.1 Service Membership/Registration

- Library clients shall be required to register for the service, by filling-in the Patron Information Form or registering online using the library's webpage. Proof of registration/employment (Identity Card) shall be required from qualifying students.
- The service shall be applicable to academic staff, researchers, and post-graduate students (Honours, Masters and Doctorates).

6.2 Service Guidelines

- The service shall be applied to requests meant to satisfy academic needs, and not for personal/private needs.
- Requests shall be processed within the same day after receipt (immediately)
- Requests shall be dispatched to borrowing libraries within two (2) working days after receipt thereof.
- The waiting period for the supplying library to supply the requested materials shall be two (2) weeks.
- Academic staff shall have no limit to the number of requests.
- The ILL librarian shall have the right to recommend that a title requested on ILL be bought for the Library

6.3 General Rules

- The Inter-Library Loans Service is provided through the South African Inter-lending Scheme (SAIS) under the auspices of the National Library of South Africa (NLSA).

- International Interlibrary Loans shall only be made in cases where the resources are not obtainable from South African Libraries.
 - The Library shall start with overseas university libraries that provide the service free of charge to African universities.
 - The Library client shall be required to pay for the Service, as determined by the lending library.
- The Library shall reserve the right to decide from which university library to request the resources, using the following criteria:
 - Level of cooperation and urgency in responding to requests
 - Vicinity of the lending library
- Library clients shall not be allowed to make information requests on behalf of other clients.
- The Library shall reserve the right to suspend the borrowing privileges of both the library client and the borrowing libraries in cases where they infringe the Interlibrary Loans Policy.
- All information resources shall be eligible for interlibrary loans, except for reference works, information resources in the Reserved/Short-loan Collection, audiovisual material, special collections (except for theses and dissertations) and any other items restricted for use in the library only.
- The service shall be free to qualifying clients, including library consortiums such as CHELSA.

6.4 Loan Period

- Library clients shall abide by the loan period stipulated by the lending library (Six weeks).
- The following attempts shall be made to retrieve books lent out to users
 - Send one reminder a week before the due date
 - Re-call the book a week after sending a reminder
 - Demand the book and institute a fine as required (*See Annexure H.1 – Tariffs Policy*)
- Library clients shall renew their loans at least a week before the loan period expires. Requests for loan renewals made on or after the loan period expires shall not be accepted.

6.5 Payment of ILL Service

- The Library shall carry operational costs of the service (photocopying and courier)
- In case of loss of the material, the Library shall pay the lending library the cost of a lost book and recover the same from the client.
- Payment by the requesting library shall be made directly to the Inter-lending Fee Management (IFM).

7. FLOWCHART

