

# Interlibrary Loan Policy

## Purpose

Interlibrary Loan (ILL) is a service offered by John E. Riley Library to support the research and educational needs of the Northwest Nazarene University community by providing access to additional resources not owned by NNU. Riley Library conducts all transactions in accordance with the National Interlibrary Loan Code and Explanatory Supplement, the U.S. Copyright Law (Title 17, United States Code, Sections 107 and 108), and CONTU Guidelines.

The library reserves the right to prioritize and manage requests depending on the workflow. If the library cannot obtain an item the patron will be notified as soon as possible.

## Eligibility

Interlibrary Loan (ILL) services are intended for NNU students, faculty, administrative personnel and staff.

- Undergraduate students – 20 items per semester
- Graduate students – 40 items per semester
- Faculty – no limit
- Administrative personnel, staff, adjunct faculty – 40 items per semester

## Charges

- For current NNU students, faculty, and staff, the library covers the costs.
- Distance learners are responsible for all postage costs and charges related to the return of materials to Riley Library.
- If the patron does not pick up materials by the return date the item will be returned to the lending library.
- Repeated failure to pick up and/or return materials in a timely manner may result in the loss of library service.
- Because renewal periods are set by the lending library, patrons should request renewal prior to the due date indicated on the item.
- Fines for overdue materials are determined by the lending library. Riley Library may also assess overdue fines.
- Replacement charges for lost items are determined by the lending library.

## Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproduction of copyrighted material. A photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research”. If an individual uses a photocopy or reproduction for purposes in excess of “fair use”, that individual may be liable for copyright infringement.

Approved by Library Staff & Instructional Resources Council: October 2004  
Revised by Library Staff: Spring 2016