

## **Busse Library Interlibrary Loan Policy**

The purpose of interlibrary loan is to obtain materials not available in the Busse Library collection. The service is for MMU faculty, staff, and students and provides materials from the Busse Library collection to other libraries.

### **Interlibrary Borrowing**

- Interlibrary loan is offered to Mount Mercy University faculty, staff, and students.
- Other library users should request interlibrary loan service through their primary academic or public library.
- The library assumes the cost of this service and does not charge patrons, except in the case of lost materials
- The Library reserves the right to refuse to order items that cannot be verified or items that would be extremely expensive or difficult to acquire
- Service will be provided as quickly as possible. Turnaround time varies depending on the lending library.
- Interlibrary loan materials that are lost or damaged while checked out to the borrower will be the borrower's responsibility. The borrower will be charged any replacement and processing fees levied by the lending library.
- Failure to return overdue interlibrary loan items or failure to comply with restrictions set by the lending library may result in the loss of interlibrary loan privileges.

### **Interlibrary Lending**

- This service is offered to other libraries that participate in agreement with Busse Library as an individual library or as a network.
- Materials that ordinarily circulate to library users are usually sent out on Interlibrary Loan.
- Materials not loaned include bound periodicals, some media materials, reference, microforms, archival items, reserve items, and items published in the last year. Exceptions may be made on a case-by-case basis.
- Rush requests are processed as time and staffing permits.
- Borrowing libraries will be charged for materials that are not returned to Busse Library. Replacement charges and a processing fee of \$20.00 will be charged.

Revised 12/16/2019