

Interlibrary Loan Policy  
Morrisville State College Library  
Updated: May 2016

## **Lending**

### **Eligibility:**

We loan to the following library system categories: SUNY Libraries, Non-SUNY NY Academic Libraries, Non-NY Academic Libraries, NY Public Libraries, Non-NY Public Libraries

We lend at no charge, unless a lending library charges.

Morrisville Interlibrary Loan Services allows for a maximum of 3 items to be loaned out to a single user at one time. This includes requests for multi-volume series.

### **Materials Available:**

We loan the following material types: Books, Journals, DVD's, Newspapers, Microfilm, Magazines, and Trade Journals. The lending of certain collection materials rooted in Morrisville programming may become unavailable to loan during the academic year based on the digression of library staff.

### **New Materials:**

Library materials that are considered New to the collection will have an embargo of 3 weeks for DVD's and Books. New material lending is also dependent on local demand.

Specialty Lending: Periodical and Microfilm loans are determined on a case to case basis.

### **Materials Unavailable:**

The following are materials we will not lend and are not considered for specialty lending: Special Collections, Rare Books, Local History, Reference, Norwich Campus, EBooks.

### **Loan Period:**

Non-DVD Material: 8 Week Loan, 4 Week Renewal

DVD's: 4 Week Loan, 2 Week Renewal

### **Renewals:**

Non-DVD Material: 3 Maximum

DVD: 1 Maximum

Renewals are dependent upon time of year and demand.

**Fees:** None

**Lost Material:** We will declare a material lost 6 weeks after the last renewal. Once a material is declared lost a bill will be sent to the borrowing library. The total charge of the material will reflect the sum of the replacement fee and processing fee.

## **Borrowing:**

### **Materials Available**

A majority of research materials are available to borrow, with the exception of textbooks and materials labeled as reference. Availability is determined by the number of holding libraries, distance in which a material would travel, and a lending libraries interlibrary loan policy.

Interlibrary Loan Services for books and media materials will cease 1 week before the semester ends. Services will continue at the start of next semester. This policy holds true for fall, winter, spring and summer semesters.

### **Duration of Loan**

Loan periods are determined by the lending library. Materials checked out may be recalled at any point during the loan period.

### **Fees**

We do not charge to use our interlibrary loan services.

### **Lost/Damaged Material**

A material is declared lost after a period of time after the initial due date or last renewal date by the lending library. The lending library will dictate the cost of replacing the material plus an additional processing fee. Incurred fees and a hold are placed on the users Banner and library accounts, blocking the user from being able to see their grades or borrowing any library materials. In addition, lending privileges are revoked for the users interlibrary loan account.

A material is deemed damaged by the lending library upon its return. The lending library will dictate the severity of damage and determine the cost of repairs or replacement in addition to a processing fee. Incurred fees and a hold are placed on the users Banner and library accounts, blocking the user from being able to see their grades or borrowing any library materials. In addition, lending privileges are revoked for the users interlibrary loan account.

### **How long until materials arrive?**

Turn-around time varies considerably. However, most requests can be filled in five to seven days. Electronic articles often arrive within 24 to 48 hours. Items being shipped from nearby libraries can arrive in two to four days.

Note that some requests may take longer to fill depending on the location, nature and/or availability of the requested item.

### **How will I know when materials arrive?**

An email will be sent to the user once the material arrives. Users can also check at the circulation desk to see if materials have arrived.

### **Accessing Electronically Received Articles**

Electronically received articles can be accessed through the users interlibrary loan account under the Electronically Received Articles Link. Articles may also be received through the users email address which was entered during the account creation process.

### **Picking Up Materials**

Requested materials that have arrived can be picked up at the library circulation desk and will be available for 2 weeks. After 2 weeks have lapsed materials are returned to the lending library.

**Returning Materials**

Materials on loan can be returned to the library circulation desk or at one of the library book return drop offs.

**Contact**

Marilyn Cook  
Interlibrary Loan Clerk  
[cookml@morrisville.edu](mailto:cookml@morrisville.edu)

Adam Saunders  
Online learning & Instruction Librarian  
[saundear@morrisville.edu](mailto:saundear@morrisville.edu)