

South Florida Community College

Library Services

Interlibrary Loan Policies

Who

- We do Interlibrary Loans for SFCC students, faculty, and staff **first and foremost**.
- University and distance learning students should contact their home institutions **first** about interlibrary loans policies and procedures for their students. SFCC is a secondary or supplemental resource, and students have access to SFCC's own resources. We will request interlibrary loan materials for only those students who do not receive adequate services (i.e., the institution does not provide ILL services) from their home institutions. In most cases, ILL requests through the home institution will take just as long to receive but may be delivered to the student's home address.
- Community borrowers should contact their local public library **first** for interlibrary loans.

What

- A title will only be ordered once a semester.
 - If the title is requested multiple times (2 or more) by either one patron or several patrons, we may need to purchase for our collection or encourage patrons to purchase a copy for themselves. Send publication information to the Director, Library Services for consideration of purchase.
- An initial request will be ordered only once.
 - The OCLC work form allows for up to 5 libraries. One work form per request.
- If an initial request is unfilled, it can be re-ordered twice.
- Most libraries will not circulate new titles and bestsellers. Advise the patron of this fact.

When

- Materials will be held for one week (7 days excluding Saturdays and holidays) at the circulation desk once the patron has been notified either by phone or email. Leaving a message constitutes notification.

Why

- Patrons should be encouraged to use our print and electronic resources first and foremost. They won't have to wait for the material and there may be relevant substitutes in our own collections.
- If too many ILL books are ordered at one time, the loan period will probably run out before the patron has been able to look through all of them.

How Many?

- Students are allowed five (5) "active" Interlibrary Loan transactions at one time. An ILL transaction is "active" from the time the staff makes the request until the material is returned to the lending library or until a photocopy arrives. If students have more than 5

requests, work through their list. As one of their requests is completed, the next one on their list is started. Therefore, they need to prioritize their list.

- University and distance learning students are allowed three (3) “active” Interlibrary Loan transactions at one time. An ILL transaction is “active” from the time the staff makes the request until the material is returned to the lending library or until a photocopy arrives. If they have more than 3 requests, work through their list. As one of their requests is completed, the next one on their list is started. Therefore, they need to prioritize their list.
- Community borrowers are allowed two (2) “active” Interlibrary Loan transactions at one time. An ILL transaction is “active” from the time the staff makes the request until the material is returned to the lending library or until a photocopy arrives. If they have more than 3 requests, work through their list. As one of their requests is completed, the next one on their list is started. Therefore, they need to prioritize their list. The Heartland Library Cooperative (Avon Park, Sebring, Lake Placid, DeSoto County, Hardee County, and Okeechobee County) allows five (5) requests a month. Community borrowers need to contact their local public library about the HLC ILL request policy.
- Faculty and staff are not limited to number of “active” ILL transactions but should use discretion.