

INTERLIBRARY LOAN POLICY



WHAT	Interlibrary Loan (ILL) is a service which obtains books and journal article reprints from other libraries. Audiovisuals, reference books, phonographs, rare books, and current best sellers are not loaned through ILL.
WHO	ILL services are available to the faculty, staff and students currently enrolled in credit classes at Edison College. Community patrons can obtain ILL services through the Public Library.
HOW	Fill out the ILL request forms available at the Circulation or Reference Desks. All requests must be on a form or ordered electronically through the LINCC FirstSearch Database or the LINCC "My Account" option. Fill in the bibliographic information (author, title, etc.) and list the source of your citation (the database, book or journal in which you found your request). Signature is required concerning the copyright restrictions. Any request forms that are incomplete, illegible or improperly filled out may be returned for more information.
WHO	Patrons may submit five ILL requests per day.
FEEES	Most ILL materials can be obtained free; however, some libraries do have lending/photocopy fees. You will be notified if a fee is required. Requests for which there is a fee will not be processed without written permission and acceptance of the charges. Payment is made upon arrival of the materials.
ARRIVAL	ILL materials take a minimum of two weeks to obtain depending upon where they were ordered. Patrons are notified by phone or mail. A daily campus courier brings materials from the Collier and Charlotte campuses. Some are delivered by a statewide courier or the US Mail.
RENEWALS	Patrons are expected to ask for renewals on ILL books before the due date and will be informed by phone or mail if the renewal request was approved or denied.
LOST OR NON- RETURNED BOOKS	Patrons who do not return ILL books will have a "HOLD" placed on their college records and all borrowing privileges will be suspended. The Edison Business Office employs a Collection Agency to collect the replacement cost of the book plus collection fees.

