

Interlibrary Loan Policy

Contact: (336) 841-9170 / ill@highpoint.edu

Smith Library provides patrons access to items not held by the library through the Interlibrary Loan service. We also provide items for lending to other OCLC member libraries. We are an ARIELVIS library and adhere to reciprocal lending and borrowing practices.

Borrowing

Items can be requested using HPUShare, an online interlibrary loan management system. HPUShare is where the patron can initiate and manage their ILL requests. Articles arrive in 1-3 days, while books take between 1 and 2 weeks. These are average turnaround times and may vary. Check out periods are the same as non-ILL check outs, 28 days with renewal available pending the lending library's renewal. Renewals can be submitted by the patron through his or her HPUShare account.

Lending

Requests are gathered and reviewed through HPUShare. Books are shipped using USPS. Articles are sent electronically by Article Exchange, e-mail or fax. Articles can also be sent via library mail. Book loan period is 28 days, with the ability to renew. All loans are subject to recall. Replacement of lost or damaged ILL items is the responsibility of the borrowing library. Replacement fees will consist of the cost of replacement plus a \$25 non-refundable fee for billing and processing. We will not lend bound periodicals, rare books, reference, A/V materials, special collections, course reserves materials and other materials deemed not suitable for loan by the ILL staff.

Books on Demand (BOD)

The goal of Smith Library's BOD program is to meet the immediate needs of our users while adding potential high-use and /or quality academic titles to our collection, including books, dissertations and A/V items. Often the cost of purchasing an item is less than that of borrowing the same item through ILL. Filling requests in the timeliest manner possible is of the utmost importance to our users.

Selection Criteria (item should meet any or all of the following criteria):

- 1- Must be an item requested through the ILL process.
- 2- Item is of a unique local nature or interest.

- 3- Cost of Item (should represent a good value).
- 4- Item should be currently in print and/or available as a retail product.
- 5- We must have or be able to have an account with the retail vendor.
- 6- Item is not held by any lending library, thus not available through ILL.
- 7- Item supports current university research or course of study.

Document (Faculty) Delivery

Document (Faculty) Delivery provides for the delivery of HPU library materials and ILL materials to the campus address designated by the patron. This service is reserved for HPU faculty. Books and media must be from our circulating collections. Users are subject to the same overdue fines, replacement fees, and damage fees as on-campus users. This service is no cost.

Items available for delivery:

Books, videos, CDs, musical scores, maps, DVDs, or other items held at one of the HPU Libraries locations. Individual journal articles from a bound or current periodical or microfiche. (Journals are generally non-circulating items, so we cannot send entire journals.) Scanned articles will be delivered electronically to the patron's HPUShare account.

Please allow at least one business day for items to be processed and delivered by Campus Mail. Requested materials will be delivered Monday through Friday during the fall and spring semesters and Monday, Wednesday, and Friday during the summer sessions.