

University Policy 4.04.01**Interlibrary Loan****Policy Revision Approval Date: January 11, 2007****Policy Revision Effective Date: April 1, 2007****Procedure Approval Date: July 17, 2007****Procedure Effective Date: July 17, 2007****POLICY STATEMENT**

Capella University Library (CUL) utilizes printed materials from other libraries for use by current Capella University learners, faculty, and staff, at their request. Borrowers are limited to 25 interlibrary items per quarter. The loan period is determined by the lending library. CUL will notify borrowers of due dates. Interlibrary loan materials must be returned promptly according to specified due dates to avoid penalties. Charges incurred because of overdue or lost items will be charged to learners' university accounts. Interlibrary loans are administered through this policy's procedures.

RATIONALE

This policy outlines borrowing limitations and penalties for overdue and lost interlibrary loan materials in order to maintain a positive relationship with lending libraries, secure future borrowing privileges, and ensure timely turn-around of all interlibrary loan materials.

DEFINITIONS

None

PROCEDURES**I. Loan Period**

The loan period is determined by the lending library. Capella University does not control the loan period. Interlibrary loan materials must be returned promptly according to specified due dates.

II. Restrictions

A. The following items are not available through interlibrary loan:

1. Required textbooks
2. Dissertations
3. Materials available in Capella University Library (CUL) resources
4. Reference books
5. Entire issues or several articles from the same journal
6. Non-academic related items (e.g., books on a best-seller list or books on hobbies)
7. Media (e.g., videos, films, CDs)

B. Borrowers are limited to 25 interlibrary loan items of standard cost per quarter. If the cost to CUL for a request exceeds \$56, the request will be cancelled. Faculty and

doctoral borrowers will be asked if they want to continue with the request at a charge of two requests toward their 25-item limit.

- C. Interlibrary loan requests submitted by learners outside of the continental United States and Canada can be fulfilled electronically only. Requests from Canada residents are handled on a case-by-case basis. CUL can provide a table of contents of the book for review, and specific chapters may be requested in lieu of sending the book.
- D. Post office boxes will not be accepted as deliverable addresses for interlibrary loan requests. Learners must provide a current street address for all interlibrary loan requests.

III. Overdue Items

- A. The Capella University Library (CUL) reserves the right to limit or refuse interlibrary loan service to borrowers who repeatedly lose or return items late.
- B. Overdue notices are courtesy notices only. Failure to receive overdue notices will not be accepted as grounds to cancel fines. Items that are not returned or renewed by the due date will be assessed a fine at the rates described in section III.D.
- C. If an item is returned at any time between seven and 30 days past the due date, accumulated charges will be applied. All charges are irreversible.
- D. All interlibrary loan users will be subject to the following penalties for overdue and lost interlibrary loan materials:
 - 1. Seven calendar days overdue:
Fine of \$1/day applied from due date.
 - 2. Thirty calendar days overdue:
 - a. The item is considered lost.
 - b. In addition to the accumulated fine, a \$30 processing fee will be assessed on the 30th calendar day.
 - c. Future interlibrary loan requests will not be processed until the item is returned or payment is received.
 - d. Replacement charges as determined by the lending library will also be assessed.
 - e. Charges will be applied to the learner's account.
- E. If an overdue item is returned after the learner has been billed, the replacement fee will be removed from the learner's account upon receipt of the item and processing of the return by CUL.

IV. Book Recalls

- A. On occasion, a lending library will recall a book from Capella in order to sufficiently meet demand for materials. If a book is recalled, it must be returned immediately even if the original loan period has not yet expired.
- B. If a book is returned at any time between seven and 30 days past the recall notice, appropriate charges will be applied. All charges are irreversible.
- C. The following penalties will be applied for recalled books that are not returned promptly:
 - 1. Seven calendar days following recall notice:
Fine of \$1/day applied from due date.
 - 2. Thirty calendar days following recall notice:
 - a. The book is considered lost.
 - b. In addition to the accumulated fine, a \$30 processing fee will be assessed on the 30th calendar day.

- c. Future interlibrary loan requests will not be processed until the book is returned or payment is received.
 - d. Replacement charges as determined by the lending library will be assessed.
 - e. Charges will be applied to the learner's account.
- D. If a recalled book is returned after the learner has been billed, the replacement fee will be removed from the learner's account upon receipt of the book and processing of the return by CUL.

POLICY OWNERS

Academic Owner: Capella University Library

Operations Owner: Capella University Library

RELATED DOCUMENTS

University policy 4.03.01 Tuition and Fees

REVISION HISTORY

Original Policy Approval Date: February 28, 2005

Administrative edits as result of ongoing review: 12-20-07; 10-1-08; 2-22-10; 5-1-11