

LOYOLA MARYMOUNT UNIVERSITY
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Interlibrary Loan Borrowing Policy	Page 1 of 2
Policy Number: LIB-ACCESS-111	Supersedes: N/A
Effective Date: August 1, 2009	Previously Issued: N/A

1. Statement of Policy:

1.1. The library obtains items for library users which are not currently owned by the library or which are not currently available in the library catalog. This policy is intended to establish borrowing parameters for any items obtained through interlibrary loan and consequences for not adhering these policies.

1.2. Collections Management is responsible for this policy.

2. Definitions

2.1. Checkout period: the length of time a book may be checked out before it must be renewed or returned.

2.2. Renewal: the process of requesting permission to keep an item checked out for an additional amount of time beyond the initial checkout period. For renewal parameters, see the WHH Library's website.

2.3. Renewal period: the length of additional time an item may be checked out once it has been renewed. For most items, the renewal period is appended to the initial checkout period. However, renewal periods for some items, such as DVDs, begin immediately upon renewal of the item regardless of any time remaining in the initial checkout period. For more information, see the WHH Library's website.

2.4. Overdue fine: the rate at which borrowers will incur fines for each item not returned by its due date.

2.5. Item replacement fee: the maximum fee that will be incurred for an item that has been damaged or lost while checked out from the library.

3. Policies/Procedures:

3.1. Interlibrary loan services are only available to current LMU students, faculty, and staff.

3.2. Eligible patrons may be limited in the number of items per request.

3.3. Any interlibrary loan items which are not picked up within a specified time will be returned to the lending library.

3.4. Requested items are not transferable. The individual who requests an item must also be the person to check the book out.

3.5. Borrowing Policies

3.4.1. The loan period for items is set by the lending library.

3.4.2. All renewals are subject to the lending library's policies.

3.4.3. Overdue fines and lost item fees are subject to the lending libraries policies.

3.4.4. Renewal requests for interlibrary loan items are not automatic and are subject to approval.