# Interlibrary Use Policy for Mercer Medical Library - Macon

#### **Overview**

The InterLibrary Use (ILU) Policy of the ARCHE (Atlanta Regional Council for Higher Education) Libraries Cooperative Program provides for borrowing from the collections of other ARCHE libraries by the faculty, staff, and students of member institutions, for the purpose of supplementing the resources of their own library.

Permission to borrow from another library is a privilege granted by the home library for a specific period of time, for a specific purpose. Therefore, requests for Interlibrary Use are reviewed on a case-by-case basis by the home library. Borrowing materials from another library for convenience is discouraged.

#### Abuse of Interlibrary Use Privileges

All users of the ILU services must understand that each member institution library governs under different library rules and circulation policies. Faculty, staff and currently enrolled students are responsible for knowing the ILU policies of the ARCHE member institution from which they wish to borrow. If they have questions or need help finding this information, please contact a reference librarian. If the user fails to comply with specific policies, the home library must be notified. After notification, the home institution must restrict borrowing privileges, block registration, hold transcripts and/or block graduation of the delinquent borrower.

## Mercer University Medical Library (Macon)

Faculty, staff, and currently enrolled students whose home library is the Mercer University School of Medicine Library & LRC in Macon may request an Interlibrary Use (ILU) card to be used at a specific ARCHE institution. Only reference librarians may issue an ILU card.

## **Reciprocal Borrowers (other ARCHE campuses)**

In order to receive circulation services at Mercer Medical Library - Macon, ILU patrons from other ARCHE campuses must present their home university photo ID and a completed & signed ILU card issued by the home library to the Circulation Desk.

#### **Circulating Services for ILU**

The home library (reference librarian) sets the patrons' expiration date. This date is usually for one term or session but can be for a shorter period.

Borrowing Limit Up to 3 Items

Loan Periods

Regular Circulating Items (Macon Stacks) 2 weeks

## Costs

Items not returned 30 days after their due date and damaged items are subject to be billed. Fees may include:

Item Replacement Fee +\$15.00 Billing Fee (nonrefundable) +\$25.00 Processing Fee

Copying ServicesPurchase a Copy Card\$2.00 + 10¢ per page

**Printing Services** 

Visitor's Print Card

10¢/page - black/white and 25¢/page - color

#### **Computer Access**

At the public computer stations users can log on for a certain period of time with a guest login.

## Verification

Faculty and staff users are issued yellow 2x3 cards and students are issued a 2x3 fluorescent green card. The card is signed or stamped by an authorized staff member from the home library. A sum of the expiration date must appear as a code on the ILU card.

Effective July 1, 2012

**Interlibrary Use Policy and Procedures** 

http://www.arche.org/memberservices/librarypolicies.asp