

## **Brazosport College Interlibrary Loan Policy**

### **BORROWING:**

The ILL Unit obtains materials not owned by Brazosport College Library. **Before submitting a request, please check the ONLINE catalog to see if what you need is owned by the BC Library.** The ILL unit will only obtain materials owned by the BC Library if they are missing pages or listed in the catalog as AT BINDERY, MISSING or LOST. The mission of the ILL Unit is to support the teaching mission of Brazosport College.

### **WHO MAY USE ILL:**

Only faculty, staff, students (credit & non-credit) currently enrolled at Brazosport College, and retired faculty and staff may use ILL services. All users must have current Brazosport College ID cards. Non-students and TexShare patrons are not eligible for ILL services.

### **WHAT MAY BE BORROWED:**

Books, copies of microfilm and microfiche not owned by the BC Library can be borrowed. Photocopies of specific pages from journals or newspapers may be requested in accordance with copyright law. Patrons will be limited to borrowing two books at a time and five articles per week.

### **WHAT MAY NOT BE BORROWED:**

Reference books, serials, recent newspapers not yet on microfilm, reserve materials, fragile materials, rare materials, or valuable materials such as manuscripts may not be borrowed.

### **REQUESTING ILL MATERIALS:**

After checking the BC Library's online catalog to make sure the material is not owned by BC Library, complete the ILL Request Form available at <http://brazosport.edu/forms/interlibraryloan/contact-form.php> . **For faster service, accurate and complete bibliographic citations must be supplied, along with complete personal information.**

If you need an item by a specific deadline, please indicate "need before date". **If we are unable to fill your request by the "need before date," your request will be cancelled.**

### **NOTIFICATION:**

ILL staff will contact patrons by phone or email (if email address is provided) when the requested materials are ready to be picked up.

If we are unable to fill your request, or if there is a problem with the request, we will notify you.

### **LOAN PERIOD:**

The loan period is generally three weeks, but varies among lending libraries. Some libraries allow a two-week renewal, but the request must be made at least two days before the book is due. To ensure that lending libraries continue to share their resources with us users are urged to return materials on time in order.

**You are responsible for any fines and/or replacement costs levied by the lending library, as well as, any overdue fines charged by the BC Library.**

### **RETURNING MATERIALS:**

**Please return all books to the circulation desk. DO NOT PLACE ILL BOOKS IN THE OUTSIDE BOOK DROPS.**