

INTERLIBRARY LOAN POLICY
FOR **LENDING**
TO OTHER LIBRARIES

Reeves Library, Moravian College and Moravian Theological Seminary

Reeves Library is committed to resource sharing with other libraries. We will fulfill requests from other libraries according to the following priority:

1. LVAIC and SEPTLA requests
2. Requests received through the OCLC interlibrary loan system or EZBorrow
3. Requests on paper ALA forms
4. ACCESSPA requests from public libraries.
5. ACCESSPA requests from high schools will **not** be fulfilled. Reeves Library's circulation policy states that we will not allow local high school students to borrow directly or through their schools' libraries but that they should use the public libraries' ILL services instead. Occasional exceptions may be made at the discretion of the ILL staff.

RULES AND EXCEPTIONS:

1. All requests must come through a library's ILL department.
 - Individual requests will not be accepted.
 - Phone requests will not be accepted.
2. There are times during the semester when the ILL staff is extremely busy and lending will be restricted to LVAIC and SEPTLA requests. Other requests will be fulfilled only as time allows.
3. During the following times OCLC requests will not be accepted ("lower case"):
 - Last week of August and first week of September
 - Last 2 weeks of December
 - First 2 weeks of January
 - Other times dictated by breaks
 - EZBorrow, ALA forms and ACCESSPA requests will not be honored during these times
4. Books and other circulating items go out for 30 days
5. Photocopies should not be returned.
6. An item may be renewed 5 times unless it is on HOLD.

7. Libraries that borrow items from Reeves Library must accept the responsibility for loss or damage.
8. Reeves Library reserves the right to send items with the restriction LIBRARY USE ONLY. The borrowing library must agree that they will not allow their user to remove the item from their library.
9. Libraries that borrow items from Reeves Library will pay any delivery charges incurred beyond the normal charges. E.g. RUSH or other special handling
10. The following items will be sent out on ILL:
 - Books and other items from the circulating collection
 - Photocopies of periodical articles
 - Microform books or theses
11. The following items will **not** be sent out on ILL:
 - Reference works
 - Bound or current periodicals
 - Newspapers
 - Microform periodicals
 - Items on course reserve
 - Audio/videocassettes, DVDs, or CDs
 - Children's books
 - Educational Curriculum Materials
 - Bound copies of theses written by Moravian College or Moravian Theological Seminary students
 - Rare books
 - Best sellers
 - Items with the code "Not to circulate"
 - E-books or e-journals

SHIPMENT METHODS:

- IDS/UPS
- ARIEL
- U.S. mail

CHARGES

- Charges apply only to non-reciprocal libraries

OVERDUES

- Overdue notices are sent as needed each semester

- Invoice for replacement will be sent if the item is reported lost
- Borrowing libraries may be denied borrowing privileges for repeated overdues or lost items.

COPYRIGHT

- Copyright compliance is the responsibility of the borrowing library.
- Borrowing libraries must indicate their intention to comply with copyright requirements when requests are made.
- If a copyright compliance statement is missing from the request, we will reply with a conditional response stating, “Please indicate copyright compliance for this request.”
- Reeves Library reserves the right to deny requests which it believes would be a copyright violation.