Wesley College Interlibrary Loan Policy

Overview

Robert H. Parker Library is committed to providing an environment which supports and encourages learning and research by students, staff and faculty members. We supplement our own collection by aiding members of our community in accessing materials from libraries around the world and return the favor by providing access to our materials to those same libraries.

Borrowing

• Items not owned by Wesley College, or any of the libraries in the Delaware Library Catalog, may be requested through Interlibrary Loan.
• Every effort is made to borrow items from other libraries. However, some items may be impossible to attain. Difficult items to borrow include, but are not limited to:
  o Reference books
  o Textbooks
  o Best sellers
  o Books or articles less than one year old
  o DVDs
  o CDs
• Interlibrary Loans should be requested by sending an email to the ILL librarian, as instructed on the website.
• Loan periods and use requirements are determined by the lending library.
• Patrons are responsible for the cost of lost or damaged items.
• Patrons who do not return items on time may lose their interlibrary loan privileges.

Lending

• Wesley College lends books for four weeks with an optional 2 week renewal.
• Charges for loans or copies are determined by what the borrowing library would charge Wesley College. If the borrowing library has no policy, loans are free to academic and public libraries, and $15 for all other libraries.
• Items not lent to other libraries are:
  o Reference books
  o Books on reserve
  o eBooks
  o Videos
  o Archival materials
  o Journals
  o Newspapers
  o Games
• Borrowing libraries are responsible for lost or damaged items.

Policy Adopted: 6/11/15; Updated 6/14/16