

Holly Library Interlibrary Loan Guidelines

Interlibrary loan is a service offered by Holly Library to current A-B Tech students, faculty and staff members. This service allows a patron from Holly Library to request books and articles unavailable at Holly Library from another library. As a general rule, textbooks and media are not available on interlibrary loan.

To make a request: Complete the appropriate interlibrary loan form located on the Holly Library website. If the online form is unavailable, a hard copy is available from the Circulation Desk. Please state if you prefer to be contacted by phone or by e-mail and fill out the form completely.

There is no charge for interlibrary loan. However, a lending library may charge a fee for articles so make sure you state the maximum cost you are willing to pay. You will be contacted prior to confirming a request where the lending library charges a fee.

Requests will be processed by this library within three business days. However, response from the lending libraries may take from two to three weeks.

NOTICE: COPYRIGHT RESTRICTIONS

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material(s). Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Due dates: When the interlibrary loan item arrives you will be contacted by the preferred method indicated on your form. The lending library decides the due date of the item and we ask that you respect this in order for us to continue our borrowing privileges. A renewal request of the item should be made *prior* to the due date. Renewals may be done in person, by telephone (254.1921 x7572) or by e-mail (sdonato@abtech.edu). The decision whether or not to renew an item is decided by the lending library.

Overdue fines: There will be a 50¢ per day fine for overdue interlibrary loan items. If an item is lost, the patron is responsible for the replacement cost of the book plus a processing fee to be determined by the lending library. NOTE: If there has been no contact for two weeks with the patron regarding an overdue item, an invoice for replacement will automatically be requested from the lending library and the patron will be responsible for the replacement cost.

Interlibrary Loan contact:

Sue Donato

Holly Library Room 204 (please call first)

254.1921 x7572

sdonato@abtech.edu