



## **INTER-LIBRARY LOAN POLICY**

### **1. Policy Statement**

- 1.1. The aim of the Inter-Library Loan (ILL) policy is generally based on most current Copyright laws and the spirit of the “Fair Use” of materials.
- 1.2. Inter-Library Lending is essential to strengthen the FNU Library with a purpose to obtain library materials which is not readily available in the library collection. This is an adjunct to, but not a substitute for collection development.
- 1.3. This service is provided at a cost (Freight Charges) if the resources on ILL is acquired from overseas for primary users while it is provided free of charge to the primary users within Fiji. This service is “library to library”, not to individuals.

### **2. Policy Guidelines**

#### **2.1. Inter-Library Borrowing**

2.1.1. **Who may request:** ILL service is available for supporting teaching, learning, and research to the following categories of users:

- 2.1.1.1. FNU Academic Staff or Official Visitor
- 2.1.1.2. FNU Administrative Staff (for items related to their official work)
- 2.1.1.3. Researcher or Consultant

#### **2.2. Borrowing and Charges Limitations**

2.2.1. The number of ILL requests allowed per user category per Academic Year is as follows:

Primary Users	Maximum Requests/Academic Year	Overseas Charges
FNU Academic Staff or Official Visitor	5 materials	\$50 per request or actual cost if higher
FNU Administrative Staff	2 materials	\$50 per request or actual cost if higher
Researcher or Consultant	As many as possible	\$50 per request or actual cost if higher

2.2.2. In special cases, the University Librarian has the discretion of extending the request limit further.

#### **2.3. What resources can be requested?**

- 2.3.1. Books, reports, conference proceedings.
- 2.3.2. Photocopies of specific journal articles, chapters of books, reports and conference proceedings, etc.

#### 2.4. **Generally lending libraries will not supply:**

- 2.4.1. Entire issue or volume of a journal
- 2.4.2. Reference books, rare books
- 2.4.3. Theses and dissertations

#### 2.5. **ILL Request Initiation**

- 2.5.1. It is mandatory for patrons to carefully check the FNU Library Online Public Access catalogue (<http://www.fnu.ac.fj/newsite/library/index.php/library-services/onlinepublicaccesscatalogue>) for availability of the item before submitting the request. In case of doubt they may contact the Reference Desk for assistance.
- 2.5.2. Users are required to submit the request on the prescribed ILL online form available on the FNU Library website at: <http://www.fnu.ac.fj/newsite/library/index.php/quick-links/forms>
- 2.5.3. The requester should provide the necessary details about the requested item. Missing or incorrect information may cause unnecessary delay in fulfilling the request.

#### 2.6. **Period of Loan**

- 2.6.1. While photocopies are to be kept by users, the loan period for books is determined by the lending library and may vary from **two to four weeks**. Users are required to abide by any restrictions stipulated by the lending library.
- 2.6.2. Users returning the loaned item after the due date will be liable to pay overdue fines imposed by the lending library.
- 2.6.3. **Unclaimed items:** Since loan items cost a lot of money and staff time, the following procedure will be followed if ILL materials are not claimed:
  - 2.6.3.1. An email will be sent to the requester to inform him/her that the material has not been claimed and request him/her to collect it.
  - 2.6.3.2. If no action is taken by the requester after he/she has been notified or the requester doesn't respond with valid reasons, a warning email will be sent to the requester to highlight that ILL materials cost a lot of money and time and such action may lead to suspension of his/her privileges to request ILL material, in the future.

#### 2.7. **Misuse**

- 2.7.1. The University Librarian reserves the right to deny ILL privileges to users who abuse the services in any way.

#### 2.8. **Copyright**

- 2.8.1. The requesters will have to follow copyright laws and the "fair use" principles (<http://www.fnu.ac.fj/newsite/library/index.php/quick-links/copyright>).

- 2.8.2. ILL materials may not be used for any other purpose except “private study” and research.
- 2.8.3. Photocopying or reproducing for purposes other than “private study” and research may be liable for copyright infringement.

## **2.9. Inter-Library Lending**

- 2.9.1. The Inter-Library lending service is offered to the institutions that are having Memorandum of Understanding (MOU) or signatories with FNU.

## **2.10. Lending Material**

- 2.10.1. The Library reserves the right to determine whether the material will be lent in the original form or as duplicate.
- 2.10.2. Materials being heavily used by FNU users may not be given on interlibrary loan.
- 2.10.3. The following material shall not be sent-out in their original form:
  - 2.10.3.1. Reference Books
  - 2.10.3.2. Manuscripts
  - 2.10.3.3. Rare Books
  - 2.10.3.4. Latest Editions
  - 2.10.3.5. Government Documents
  - 2.10.3.6. AV Materials

## **2.11. Loan Period**

- 2.11.1. Materials shall be lent for a maximum period of 30 days inclusive of in-transit time.
- 2.11.2. One renewal may be allowed under special circumstances.

## **3. Policy Review**

This policy is flexible and subject to ongoing review and can be amended to reflect changes in University teaching, learning and research.