

St. Paul's Hospital Millennium Medical College

Library & Documentation Service Directorate

Inter Library Loan (ILL) Agreement

**SPHMMC
Addis Ababa
November 2020**

Interlibrary Loan Agreement

St. Paul's Hospital Millennium Medical College Library & Documentation Service Policy Manual Stated that Inter Library Loan Agreement should be established and maintained to facilitate the borrowing and lending process between selected libraries and information resource centers. Based on the general policy premises the library developed this Inter Library Loan Agreement document with principles and procedures binding both the lending as well as the borrowing library.

Scope

The objective of this code is to improve efficiency by providing standard procedures for interlibrary loan and document supply. It does not preclude other agreements between academic, special or national libraries, nor does it apply to international lending.

Definition

Interlibrary loan (abbreviated **ILL**) is a service whereby a user of one library can borrow books, journal articles, CD, DVDs, etc. and/or receive photocopies of documents that are owned by another library. The user makes a request with their home library; which, acting as an intermediary, identifies libraries with the desired item, places the request, receives the item, makes it available to the user, as well as arranges for its return. In this process the lending library usually sets a due date and overdue fees of the material borrowed.

Interlibrary loan, or resource sharing, has two operations: borrowing and lending.

- After entering with an agreement, borrowing library sends an owning library a request to borrow or photocopy materials that is needed by their patron.
- The owning library fills the request by sending materials to the borrowing library or supply a reason for why the request cannot be filled.
- If the item is sent, the borrowing library notifies the patron when the item arrives.

Principles

Interlibrary loan should be recognized as a vital element in making library materials available to users. Libraries are expected to acquire materials most likely to be needed by their users but should also expect to borrow material from other libraries to meet legitimate demands by users for material that is not in stock or temporarily inaccessible to the user.

All libraries should publicize their interlending services to their users. In the interest of mutual support and the widest possible availability of published documents, libraries should be as liberal as possible in their interlending policies and should seek to develop and support a fast and efficient system. Requesting libraries should be aware of existing regulations and agreements on interlending and supplying libraries should make available on request a statement of their interlending policy and charges.

The following governing principles will guide the ILL and both the lending and borrowing library agreed to observe the principles:

1. Interlibrary Loan is a service through which members of the St. Paul's Hospital Millennium Medical College may obtain material that is needed for teaching & research and is not available in the College Library collections and whereby St. Paul's library can also lend to other institutions who can bound by this agreement, library material needed by their library patrons.
2. Interlibrary Loan supports the instructional, research, clinical and scholarly activities of the college faculty, research staff and students. Any library ILL Unit will only request materials needed for scholarly research, and library staff reserve the right to cancel requests that do not fall into this category.
3. Supplying libraries should maintain their holdings by
 - a. recording up-to-date holdings including holdings of electronic/digital resources
 - b. ensuring where possible availability for resource sharing (insofar as contractual agreements permit)
4. Ensuring that if the OPAC is used to identify holdings for requests, where possible commit to making holdings available and up-to-date.

5. Requesting libraries should Comply with the policies, any special provisions on the use of material and restrictions of the supplying library, as depicted in the ILL Agreement.
6. Lending libraries will always determine circulation and usage of materials and St. Paul's library will not loan: Recently published books or books on special reserve status; PhD dissertations; Reference materials (Encyclopedias, Dictionaries, etc.); Rare, valuable, or fragile items; Bound or unbound periodicals (photocopies will generally be supplied. The photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." For any reproduction in excess of "Fair Use", users in the borrowing library may be liable for copyright infringement).
7. Although books and journal articles are the most frequently requested items, libraries in this agreement will lend & borrow audio recordings, video recordings, maps, sheet music, and microforms of all kinds, if available.
8. When requesting material via Interlibrary Loan, requesting library should take care to complete all bibliographic fields as accurately and completely as possible (See Annex 1). Avoid using abbreviations and include the source of the citation in case the Interlibrary Loan staff needs to locate additional information to fulfill the request.
9. Libraries receiving requests should deal with them as expeditiously as possible. When a request cannot be satisfied or if there is likely to be a serious delay in supplying, then the requesting library should be notified.
10. The supplying library should determine the number of books to be loaned at once and loan period; ensure that items supplied on loan are clearly marked with the name and address of the owning library, the date by which the loan is to be returned and any special conditions that apply to it. Loan periods should be adequate to allow for transmission in both directions as well as use by the borrower. St. Paul's library will loan 3 books at a time and the standard loan period in this agreement should be 1 month (30 days).
11. The borrowing library should take due care of material received on loan and respect any special conditions. Loans should be returned in time to arrive at the supplying library by the due date. Requests for renewals should be made well before the due date; where no response is received, the renewal may be assumed to have been granted.
12. The borrowing library is responsible for any loss or damage of material loaned to it, from the time of its dispatch by the supplying library to its return there. However, supplying

libraries should take the precaution of insuring any particularly valuable items before dispatching them.

13. Failure to return ILL materials within 30 days of the item's due date will result in the temporary suspension of ILL privileges until the overdue items are returned.
14. Requests made by users should be scrutinized and dispatched by the requesting library as quickly as possible, within 1 working day for straightforward requests and up to 3 working days for requests with poor bibliographic details.
15. Due to staffing and budget constraints, requests for alternate format may not be accepted. If an item is available electronically in digital collection, a request for a print copy from another library cannot be processed. This practice also helps to restrict in-person contact and the need to quarantine materials as we attempt to reduce the spread of COVID-19. Exceptions may be made for users with disabilities who require access to print materials.
16. All requests for renewals of Interlibrary Loan materials should be submitted on or before the due date listed on the item's due date slip. This Interlibrary Loan will allow a request for one 30-day extension of the due date for renewable materials. Renewal requests will not be accepted for material that is overdue by 30 days or more. Supplying library reserves the right to recall items at any time for their users.
17. Notification of receipt of an item on loan or its return to the supplying library is not necessary, unless specifically requested.
18. Long overdue items with more than 30 days will be charged 5 birr/item/day starting from the 31st day. Failure to return loaned item, lost or damaged materials will be billed for replacement based on the charges judged by the lending library or current international price of the item. Billable damage includes, but is not limited to: writing in, highlighting, cutting, or other acts of defacement; water damage; food or beverage residue; and failing to return booklets or other items packaged with a CD or DVD. All charges will include Birr 200.00 processing fee which is non-refundable.
19. The borrowing library is usually responsible for any fees associated with ILL, such as costs for postage, scanning or photocopying.
20. The supplying library has the ultimate right to decide whether to supply any requested item i.e. the Library reserves the right to refuse any interlibrary loan request.
21. Supplying libraries should ensure that confidentiality of the requesting patron is respected.

Name of Institutions/ Signatories Binding by this Agreement:

St. Paul's Hospital Millennium Medical College (Teaching Hospital)

ADDRESS:

Swaziland Street

Gullele Sub City, Woreda 8

Addis Ababa, Ethiopia

Representatives:

Academic & Research V/Provost:

Name: _____

Signature: _____

E-Mail: _____

Institutions Seal _____

Date: 21/10/2020

Library & Information Service Director:

Name: Mr. Alemayehu Bisrat

Signature: _____

E-Mail: alemayehu.bisrat@sphmmc.edu.et

Date: 21/10/2020

I, the Undersigned, representing _____ my Institution/Hospital/Agency, thoroughly read, understand and signed to be abide by the Interlibrary loan agreement with St. Paul's Hospital Millennium Medical College.

Representatives:

President/ V/ President/Academic & Research V/Provost/Medical Director

Name: _____

Signature: _____

E-Mail: _____

Date: _____

Library Director/Head

Name: _____

Signature: _____

E-Mail: _____

Institutions seal _____

Date: _____

ILL Requesting Form

Request Date: _____	For Use by Supplying Library
Requesting Library Name & Address: E-Mail: _____ Phone: _____	Date Request Received: _____ Date Request Answered: _____
Request for Book/ Journal Article/ Author: _____ Title: _____ _____ _____ (Journal Name) _____ Year/Edition: _____ Volume _____ Issue _____ Page _____ ISBN/ISSN _____	Due Date: _____ Renewals: Date Requested: _____ New Due Date: _____
Supplying Library Name & Address: E-Mail: _____ Phone: _____	Restrictions: (Put tick mark √) Library use only _____ Copying Not Permitted _____ No Renewals _____ Not Supplied Due to: (Put tick mark √) In Use _____ On Loan _____ Not Owned _____ Not on Shelf _____ At Bindery _____ Not Circulating _____ Not Found as Citing _____ In Process/On Order _____ Other Reason _____