

Interlibrary Lending

- **JLF is a storage facility for low used items. As a result, we request all libraries to request material from other libraries first. We request that you do not put JLF first in your lending string. JLF Director will follow up with any institution regarding excessive repeat request per day (more than 10 requests a day) or where JLF is the only library in the lending string.**
- Who May Use Interlibrary Lending
 - Interlibrary Lending is conducted between libraries, and not between JLF and the individual. JLF loans materials to other libraries for their patrons use.
- Loans and Loan Period
 - Two months (60 days) with renewal
 - JLF will deliver loaned material by Amigos Library Services (TExpress) in the State of Texas. JLF will not be able to pay for delivery charges for outgoing loans were libraries do not use TExpress. If a loan is requested an additional \$10 courier charge (FedEx) per item will be added to the loan charge (if applicable) which the requester must pay.
 - Three overdue notices will be issued after due date. Invoices will be issued 21 days after due date for materials which have not been returned.
- Delivery, Cancellations, and Returns
 - *Delivery:* Most requests received at JLF during business hours are processed the next business day.
 - *Document Scans/Copies:*
 - JLF will deliver copied material by Article Exchange and Email.
 - JLF will deliver loaned material by Amigos Library Services (TExpress) in the State of Texas. JLF will not be able to pay for delivery charges for outgoing loans were libraries do not use TExpress. If a loan is requested an additional \$10 courier charge (FedEx) per item will be added to the loan charge (if applicable) which the requester must pay.
 - The borrowing library must notify JLF *within seven days* following submission if a photocopy request has not been filled.
 - JLF is a storage facility for low used items. As a result, we request all libraries to request material from other libraries first. We request that you do not put JLF first in their lending string. JLF Director will follow up with any institution regarding excessive repeat request per day (more than 10 requests a day) or where JLF is the only library in the lending string.
 - Limit of 50 pages per scanning request.

- Limit requests to no more than 3 chapters from the same book or 3 articles from the same journal issue.
- Interlibrary loan service will not be provided to libraries with delinquent accounts.
- JLF will not fill Clinical Emergency (Urgent Patient Care) requests because the retrieval process that cannot be implemented on demand.

▪ *Cancellations:*

- Due to the potential for large daily volume of ILL requests, it is not possible for JLF to cancel a request once it is received.

▪ *Returns:*

- JLF suggests that returned materials be insured or registered and return receipt service used.

The borrowing library agrees to:

- Pay return shipping charges
- Be responsible for loaned material from the time of receipt until the item is returned and received at JLF
- Replace or pay for materials lost
- Cover repair costs for damaged materials or replacement costs for any irreparably damaged items.
- Replacement charges for *lost materials* are \$250 for each book. Replacement of monographic items are approved on a case by case basis.

Billing

- OCLC IFM or DOCLINE EFTS is the only method of payment

Charges

(IFM or EFTS)

Texas Academic Libraries and Texas Public Libraries

TExpress, Article Exchange and Email	Free
Shipment cost for using courier (FedEx)	\$10/per item

SCAMel Libraries, SEC Libraries and GWLA Libraries

TExpress, Article Exchange and Email	Free
--------------------------------------	------

Shipment cost for using courier (FedEx)	\$10/per item
---	---------------

U.S. Libraries

FedEx, Article Exchange and Email	\$20.00/per item
-----------------------------------	------------------

U.S. Federal Libraries

- Free up to 1,000 requests per fiscal year. Federal library charges apply once the 1,000 limit has been reached.

Article Exchange and Email	\$4.00/per item
Shipment cost for using courier (FedEx)	\$10/per item

Loan or copy to libraries needing to be invoiced please add an addition \$20 for invoice processing.

General Information

OCLC symbol: TXJLF

DOCLINE Symbol: TXUOGR

Last updated 10/2/2020