

Löhe Memorial Library

Interlibrary Loan and Document Delivery Policy

1 Interlibrary Loan and Document Delivery Policy

This policy covers interlibrary loan and document delivery services.

In resource sharing with other libraries the Löhe Memorial Library is guided by the principles and standards of the Australian Interlibrary Resource Sharing [ILRS] Code with regard to procedures and charges.

In supplying interlibrary loans or copies the library will observe the 'fair dealing' provisions of the Australian Copyright Act.

2 Eligibility

The following groups of Australian Lutheran College [ALC] staff and students are eligible for interlibrary loan and document delivery services:

Staff

- Teaching staff for the purposes of teaching and research
- Other academic staff to support the duties they are employed to undertake, e.g. sessional lecturers
- General staff for purposes related to their College positions

Students

- Honours students for their study and research
- Students at Masters level and above for their study and research

ALC undergraduates are not usually entitled to this service. Their course needs should be met by the services of the Löhe Memorial Library, supplemented by reciprocal borrowing privileges agreed with other libraries. Undergraduates may submit fee-based requests, or consult with their supervisors and library staff about any exceptional document delivery needs.

The library will supply copies of articles from its own journal holdings upon request from undergraduate Flexible Education students, provided no online access is available. There will be no charge for copying or for postage and handling.

The library has a 'user pays' policy for all other students and patrons outside ALC who request interlibrary loans and document delivery.

3 What may be requested

In order to support teaching, learning and research at ALC, the library will obtain on loan or through document delivery from other libraries the following materials not held in our collections:

- Books, reports, conference proceedings and theses, according to availability
 - Photocopies of specific journal articles, chapters out of books, reports, conference proceedings etc. [in accordance with the Australian Copyright Act].
 - Audiovisual material, if available
-

- Microforms, if available

4 Numbers of items supplied

The number of items supplied will be determined by the Library Manager, in consultation with the Library Committee.

5 Charges

The costs of interlibrary loans and document delivery undertaken by the library will be borne by the library at the core service level. If special charges are incurred by the nature of the request [e.g. express, overseas] the library may pass on those charges to the user.

If a request is received on a 'user pays' basis, the library will recover the associated costs.

6 How to place a request for interlibrary loan or document delivery

A request may be made by contacting the library or the Liaison Librarian.

Requests for photocopies of journal articles or extracts from books must be made on a **Request for Document Supply** form, with an accompanying signed copyright declaration.