



Interlibrary Loan Policies and Procedures

Interlibrary Loan and Copyright

Gulf Coast State College adheres to US Copyright Law.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

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.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Borrowing

Interlibrary Loan (ILL) services are available to currently enrolled students, active and retired faculty, staff, and administrators, GCSC Board Members, Florida State University Panama City Campus staff and faculty, and all current public Florida university students with proper identification. Library users from the general community are encouraged to use the public library for Interlibrary Loan services. Interlibrary Loans within the LINCC Resource Sharing library network borrowed from within the LINCCweb are unmediated loans. (Loans borrowed directly by the patron without staff involvement). Interlibrary Loan requests should be made after a thorough search for material owned by the Gulf Coast State College Library including eBooks and online monographs. The library requests books, microfilm, and articles. The library will not attempt to borrow:

- Basic reference material
- DVDs or VHS tapes
- Rare or valuable material, including manuscripts
- Bulky or fragile items that are difficult or expensive to ship
- Material in high demand at the lending library
- Material with local circulation restrictions (e.g., complete journals and newspapers)
- U.S. books published within the present calendar year
- Materials for class reserves
- Current textbooks for courses taught at GCSC or FSU/PC
- Items from libraries outside the United States

How to Submit ILL Requests

Interlibrary Loan requests may be submitted by anyone affiliated with Gulf Coast State College or any university in Florida for materials not owned by the GCSC library. ILL requests may be made three different ways:

1. Through WorldCat, a form included on the GCSC ILL page through the Library homepage <http://www.gulfcoast.edu/library/>
2. By asking a librarian using email librarian@gulfcoast.edu, ILL@gulfcoast.edu, through the Ask-a-Librarian service, or in person.
3. Through a request made through LINCC, the online catalog.

Complete one ILL request form for each item needed. Each request must be as complete as possible in order to facilitate handling by other libraries and to ensure prompt and accurate completion of the request. There is a limit of five active requests per individual. The sixth request will be ordered when one of the original five is returned.

Notification

The library will notify the borrower by telephone upon receipt of the material unless the borrower requests alternate means of notification. Upon receipt of the material the library will attempt to contact the borrower three times within a seven day period. Materials that are not picked up within the first ten days will be returned.

Fees

Fees and costs associated with borrowing are determined by the lending library. In most cases there are no charges for borrowing materials. In the unlikely event that a library does charge for lending material the borrower will be contacted first before the material is borrowed. If the borrower agrees to the payment then the material will be ordered. Materials that are damaged by the borrower are charged the fee assessed by the lending library. Interlibrary Loan fees are collected in check form from the borrower payable to the lending institution.

Due Dates

Lending libraries will specify the due date of the materials that are loaned. If no date is specified, Gulf Coast State College will loan the materials for not longer than two weeks. Borrowers must return materials on or before the date indicated. Fines are one dollar per day per item.

Lost, Stolen, and Damaged ILL Materials

Failure to return overdue interlibrary loan items may result in the suspension of both interlibrary borrowing privileges and GCSC library borrowing privileges and a bill for replacement of the item. Replacement charges are at the discretion of the lending library and may include both the cost of the material and a processing fee. Fees should be paid by a personal or certified check made out to the lending library. The check will be sent to the lending library with the invoice. Patrons who pay for items not returned may request a copy of the invoice for their records.

If a bill for replacement has not been resolved by the eighth week of a semester, a hold will be placed on a student's registration, transcript, or diploma.

Lending

Gulf Coast State College will lend circulating books and photocopies of journals and magazines. No reference materials, DVDs, VHS tapes, microfilm, archival, books purchased within six months, curriculum materials, or special collection items will be loaned. No fees are charged for lending. Requests over 40 pages will be denied.

Eligible Libraries and Tiers:

- Tier one:
 - Panhandle Library Access Network (PLAN) member libraries
 - Florida community and state colleges through the College Center for Library Automation Resource Sharing procedures
- Tier two:
 - Other Florida Library Information Network (FLIN) members
 - Out of state academic institutions
- Tier three:
 - In Florida public and special libraries
 - Out of Florida public and special libraries

The Gulf Coast State College Library does not lend materials to elementary or secondary schools or foreign institutions.

The Gulf Coast State College Library adheres to the protocols and procedures outlined in the LINCC Resource Sharing Guidelines found at <http://www.cclaflorida.org/docs/rsguidelines.pdf>.

The Gulf Coast State College Library also adheres to the protocols and procedures outlined in the Florida Library Information Network (FLIN) Manual found at <http://dlis.dos.state.fl.us/flin/pdf/flinmanual.pdf>.

Requesting Copies

Libraries must indicate copyright compliance on all requests.

- **Copyright Compliance Guidelines (CCG)**
 - CCG indicates that the request is for a copy from a periodical which falls into the past five year timeline and no more than five copies will be loaned to the same institution.
 - If more than five are ordered within five years the borrowing library must either
 - Purchase a subscription
 - Order the copies through a service that pays royalties
 - Join the Copyright Clearance Center or other center that has a royalty agreement with publishers and pays the royalty for the library.
 - The requesting library shall maintain records of filled requests or any materials falling under CCG and keep these records for three years. Records kept will have patron identifying information removed after the time the copy is delivered.
- **Copyright Compliance Law (CCL)**
 - CCL indicates that the journal is
 - more than five years old or
 - a title that is on order or
 - the title is owned but missing that particular issue or
 - royalty arrangements are being made

Gulf Coast State College Library adheres to the Interlibrary Loan Code for the United States, prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA) in 1994, and revised in 2001, then revised in 2008 by the Sharing and Transforming Access to Resources Section (STARS) of the American Library Association. This document available online from:
<http://www.ala.org/ala/mgrps/divs/rusa/resources/guidelines/interlibrary.cfm>.