

Interlibrary Loan Policy

Interlibrary Loan Policy Statement

Chalmer Davee Library supplements its holdings through interlibrary loan (ILL), borrowing needed materials from other libraries to support the educational, research, and general needs of our University community. ILL is also responsible for lending materials owned by our library to institutions requesting them to answer their patrons' needs. The ILL policy is based on the Interlibrary Loan Code for the United States.¹

Copyright Law

Interlibrary Loan is not intended for reserve or group use. Service is provided in accordance with the Copyright Law of 1975, the Digital Millennium Copyright Act of 1998, and the International and National Interlibrary Loan Codes.

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 material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific 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 of, 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 judgement, fulfillment of the order would involve violation of copyright law.

Who May Use Interlibrary Loan

Interlibrary loan services are available to students, faculty, and staff. Community patrons must use services available through their public library.

Borrowing Requests

All requests must be in compliance with copyright law and fair use. Request forms are available online from the [ILL page](#).

Cost

Because interlibrary loan is considered a service for students, faculty, and staff of the University of Wisconsin-River Falls, no service charge is assessed for locating and requesting materials. However, if you lose or damage an item, you will be responsible for the replacement fees.

Types of Material Available

Chalmer Davee Library lends materials that are available from the circulating collection. This includes audiovisual materials, circulating government documents, and archival materials. Renewals are allowed on a case by case basis.

Types of Material We Will Not/Cannot Lend

We do not lend newspapers, entire issues of periodicals, specific archival, specific government documents, reference, or reserve material.

Lending Library Responsibility

Any library may request materials from our library. If you're an academic, public, or special library, we accept either OCLC requests to the symbol 'WRF' or, if OCLC is not an option for your institution, please submit via ALA form, email, or phone.

Loan Periods:	<ul style="list-style-type: none">· 4 weeks for U.S Libraries· 2 weeks upon receipt for international libraries· Renewals are possible, typically 2 weeks
Loan Charges:	<ul style="list-style-type: none">· In State - \$7.50· Out of State - \$15, for Rush add \$5 and provide your FedEx or UPS account number in the request· International - \$20 or 2 IFLA vouchers· Corporate - \$20, for Rush add \$20 and provide your FedEx or UPS account number in the request· Billed via IFM (preferred) or invoice

Payment can be made by checks, money orders, cashier's checks, and credit cards, which are preferred. We will accept IFLA vouchers. The use of OCLC's IFM is preferred, but invoices will be sent at no extra charge. There is no extra charge for faxing of photocopies or sending PDFs via email.

Contact Us

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ⁱ "Interlibrary Loan Code for the United States", American Library Association, September 29, 2008.
<http://www.ala.org/rusa/guidelines/interlibrary> (Accessed April 2, 2021)
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