

Inter Library Loan (ILL) Policy

Inter Library loan

Introduction

Inter library loan has a long history in the field of LIS. It has played a vital role in facilitating access to information for library clients. The main objective of the libraries is to provide requisite information to users at the right time. ILL service fulfils the information needs of library users.

It recognizes that the sharing of material and technical human resources among libraries are integral elements in the provision of library services and essential to the vitality of all libraries.

In the interest of providing quality services, libraries have an obligation to obtain material to meet the information needs of users when local resources are not available. The effectiveness of the Inter Library Loan system depends upon participation of libraries of all types and sizes. This Policy establishes principles that facilitate the Borrowing of material by a library and the provision of loans or copies in response to those requests.

Definitions or Terminologies

- "Borrowing library" is the library that initiates an interlibrary loan request.
- "Lending library" is the library that fulfills an interlibrary loan request.
- "Interlibrary Loan" is the process by which a library requests material/resources from, or supplies materials/resources to, another library.
- "Materials" are specific, identified items in any format in library collections, including returnable items (e.g., Books, Journal Articles, Monographs, etc.) and non-returnable items (e.g., photocopies and emails).
- "Human Resource" is technically sound person of library (Digitization, Library Automation and classification).

Purpose

The purpose of interlibrary Loan as defined by this policy is to obtain, upon request of a borrowing library (on user request), material not available in the borrowing library.

Scope

To facilitate library users in the case of non-availability of library material in one's own library. Interlibrary loan is a mutual relationship and libraries should be willing to supply the materials. ILL will be based on the willingness of the library to share and cooperate with each other grounded on following two stages.

- First stage: the Lending library provides only contents level information (in the case of returnable material like Books & Monographs) to the Borrowing library.
- Second stage: the Lending library will provide the full text of all the information resources, including print and digital resources, within the copyright laws,

Procedure/TORs

Moreover, following terms and conditions are used for inter library loan.

- Online request (for borrowing/Lending) must be submitted through PASTIC ILL service forum.
- Item requests must be specific and complete citations should be supplied, particularly for photocopy.
- Borrowing library will assume full responsibility for transaction charges, safety and return of material (where applicable), and the expense of replacement or repair (where applicable).
- All Interlibrary Loan transactions and communications will be made between borrowing and lending libraries only.
- ILL materials should be returned on or before the due date indicated on the paper strip that is attached to the front of the material. In the case of renewal, borrowing library should apply for renewal, 5 days before the due date.
- All loans are subject to recall by the Lending library and must be returned immediately if recalled.
- Number of items requested at a time may not exceed 5.
- Lending library may cancel or delay any requested item on the following reasons.
 - ✓ The citation is incomplete or contains incorrect information.
 - ✓ The request has been sent to many libraries at a time for a similar item.
 - ✓ No library is willing to supply the material (in the case of Borrowing library being a defaulter).
 - ✓ The material is in high demand.

Lending period

The lending period for libraries' items is as follows:

Books	1-4 weeks.
Periodicals	Each request will be entertained for one article only, which will be provided through email or photocopy under fair use policy for research purpose.
Newspapers	News clips or articles will be provided through email or photocopy.
Human Resources	HR expertise may be requested minimum for one day and maximum for five days. T.A & D.A will be paid by the requesting library.

- **Overdue Materials**

After the lending period Lending library inform to Borrowing library through notification with cc to D.G PASTIC if borrowing library not responded timely **PASTIC will suspend the membership for two months with the return of lending library materials**

- **Lost Items Penalty**

Pay three time of lending item cost

Members of ILL

- University Libraries
- Research and Development Institute Libraries.
- Special Libraries.
- Postgraduate College Libraries.
- National Libraries of Different Scientific fields (Engineering, Agricultural, Chemical Sciences).

All the participating libraries will make reasonable efforts to perform the services specified in ILL Policy.

Responsibilities of the Borrowing Library

- The Borrowing library should use standard bibliographic techniques to provide as complete a bibliographic verification as possible of requested materials.
- Transmit interlibrary loan requests electronically.
- For photocopy requests, comply with the Pakistan copyright law and its accompanying guidelines.
- The Borrowing library is responsible for all charges (dispatch) imposed by the Lending library.
- The Borrowing library is responsible for compensation or replacement, in accordance with the preference of the Lending library.
- The Borrowing library should request a renewal before the item is due. If the Lending library does not respond, the Borrowing library may assume that the renewal has been granted for the same length of time as the original loan.
- The Borrowing library should return materials by the due date and respond immediately if the item has been recalled by the Lending library.

Responsibilities of the Lending Library

- The Lending library shall search, locate, send, reply, refer or cancel all ILL requests within five working days of receipt.

- The Lending library should state any conditions and/or restrictions on use of the materials lent and specify any special return packaging or shipping requirements.
- The Lending library should state the due date or duration of the loan on the request form or on the material.
- The Lending library should specify whether the due date is the "ship by" date or the date on which the material is due back at the Lending library.
- The Lending library should ensure safe dispatching of items to Borrowing libraries in order to prevent damages.
- The Lending library should respond promptly to requests for renewals. If the Lending library does not respond, the borrowing library may assume that the renewal has been granted for the same length as the original loan period.
- The Lending library may recall materials at any time.
- The Lending library may suspend service to any Borrowing library, which fails to comply with the provisions of this code.

Violation of Agreement

Following procedures should be followed whenever a violation occurs in the agreement.

- The Lending library is responsible for informing the Borrowing library of any failure to observe the provisions of this code and vice versa. If necessary, one library may suspend service to a library which disregards its policies. Such action requires written notification to the suspended library, specifying the terms and duration of the suspension.
- The Lending/Borrowing library is also responsible for reviewing ongoing circumstances and for reinstatement of borrowing privileges. These should be done on a timely basis. The Lending/Borrowing library should provide written notification of this action to the suspended library.
- In case of any issue, PASTIC will constitute a committee whose decision will be the final and cannot be challenged at any forum.