



## INTER LIBRARY LOAN (ILL) POLICY

**Definition:** An inter-library loan is a transaction that is executed when one SEGi Group of Colleges (SGC) library requests for loan from another SGC library when the material concerned is not available in the requesting library.

**Purpose:** The purpose of the inter-library loan services for SGC libraries is to enable sharing of teaching and learning resources for the college communities of the SEGi Group of Colleges.

**Scope:** This service is offered to students and staff of the SGC libraries who have active library membership.

### **Borrowing:**

#### **Borrower's Responsibility:**

1. The borrowing library is responsible to check and confirm that a student's status is active in the college before proceeding with the interlibrary loan request.
2. The borrowing library is responsible to check their own holdings for the availability of the material and status of the borrower before making an ILL request by emailing the filled up ILL form to the lending library.
3. When a loan is taken for school use, the Lecturer in charge (authority given by the principle) is responsible for borrowing the materials. He/She must present a Letter of Support or School Authorization Slip signed by the principal or Head of Faculty.
3. The shipping cost or transportation fee involved is the responsibility of the borrower and the borrowing library.

#### **Materials available for loan:**

Only titles with more than one copy will be available for interlibrary loan.

#### **Loan Period:**

1. The loan period for materials is 4 weeks.
2. Loans may be renewed for another 2 weeks if there are no reservations from other SEGi Group of Colleges libraries.

**Loan Entitlement:** Maximum of items that can be borrowed at one time are 2 only (or at the discretion of the lending library) and at a maximum of 4 times per year per borrower.

**Returning Items:**

The borrowing library is to retrieve the borrowed item by stated due date and send it back to the lending library either in person or by post.

If by post, the borrowing library is to ensure the items are safely packed to prevent damage.

The borrowing library is to notify the lending library by email of the returning item and the lending library to acknowledge receipt of items by email upon its arrival. Postage charges will be borne by the borrower in liaison with the borrowing library.

**Renewal:**

The borrowing library has to notify the lending Library to request for renewal 7 working days before the due date.

The loan will be extended to another 14 days if there is no hold on the book.

Renewal is allowed once only.

**Overdue:**

It is responsibility of the Borrowing Library to return the item to lending library before the due date. The lending library will send a notification email 8 working days prior to the due date.

Fines will be imposed for late or overdue returns of loaned items as per fine charges of the lending library.

**Loss or damage of materials:**

It is an offence to mutilate, damage, misplace or refuse to return library material. Losses or damages must be reported promptly to the borrowing and lending libraries.

The borrowing library will make good a loss or damage with a replacement copy (being the latest edition at the time of loss) at its own expense, or undertake to pay the current market price of the latest edition to the lending library.