

Rohrbach Library Policies and Procedures

TITLE: Interlibrary Loan Policy for Articles

Eligibility

This service is available to all Kutztown University students, staff, faculty, and emeriti.

Copyright

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 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. The library reserves the right to refuse to accept a request if, in its judgement, fulfillment of the request would involve violation of copyright law.

Restrictions

The Library will attempt to request articles only from institutions that do not charge a processing fee. If a fee is charged, the patron will be notified and the request will only be filled if the patron agrees to pay the fee.

The Rohrbach Library adheres to the National Interlibrary Loan Code (1993) that places some restrictions on the materials we can borrow including entire issues of periodicals, genealogical materials, non-circulating theses and dissertations, and materials owned by the Library (this includes both print and electronic articles) that are currently in use (i.e. checked out) or at the bindery.

The library will not request another format (e.g. pdf) of an article it owns in any format.

Borrowing Libraries

The following guidelines apply to requests from Borrowing libraries:

- The Library adheres to copyright law and the National Interlibrary Loan Code (1993).
- The Library is a free lender.
- The library will accept requests only from other libraries.
- Requests for articles over 30 pages will not be filled.
- The Library will not loan any microforms through the mail.
- The Library will not loan the entire copy of a periodical or bound periodicals.
- If a requested article is owned by the library in electronic format, a copy will be printed out and mailed.
- The following priority of requests is followed: SSHE Libraries; ACLCP Libraries; PA - school districts; PA public libraries; other PA academic libraries; out-of-state requests; international requests.
- The library prefers electronic, ILLiad, Arial, and fax requests.