Reciprocal Direct ILL Services for SUS Students, Faculty and Staff

**General Statement:** The State University System of Florida libraries agree to provide Interlibrary Loan Services to students and faculty with valid, current SUS ID cards and whose borrowing privilege is in "good standing" at their home institution. Patrons who are designated as "Special Borrowers" or "Courtesy Card Holders" at their home institutions are not included in this agreement. Libraries may accept other identification in addition to, or in lieu of, an SUS ID card if their local policies allow.

Because interlibrary loan is a subsidized service of the participating libraries, we must avoid exploitation or overburdening of any particular library, by SUS patrons. In order to lessen the possibilities of exploitation, or misuse, the libraries have agreed to provide ILL services to constituents who meet the following criteria:

1. Students designated by their home institution as Distance Learners and the faculty teaching such courses.
2. Students enrolled in classes taught on the campus of the host institution, or within the host institution's service area.
3. Students/faculty living/working in the host library service area.
4. SUS Master’s and Doctoral degree candidates who have current borrowing privileges at their home library.
5. Patrons whose geographical distance from their home institution imposes an extraordinary access problem.
6. Patrons with physical disabilities or other temporary or long term difficulties which makes travel to the home library a considerable inconvenience.

**Service to SUS affiliates outside of the above criteria is at the discretion of each SUS Library.**

**Definitions:**

- **Home Library** - The main library of the SUS institution where the patron is officially registered as a student, or employed as faculty or staff.
- **Host Library** - The main library of any SUS institution, that is not the home library, where the SUS patron requests services.
- **Service Area** - As determined for each institution by the Florida Administrative Code, 6C-8.002. (See: F.A.C. Vol. 3, p.668 Continuing Education 5.(3) (b) 1.)

**Participation:**

These guidelines are designed for the main libraries at the primary campuses of the SUS institutions and the significant branch campuses. All branch libraries and special libraries are encouraged to participate to whatever extent possible. Currently the participating libraries are:

Florida A & M University - Coleman Library
Florida Atlantic University - Boca Raton Campus Library
Florida Gulf Coast University Library
Florida International University
    North Miami Campus Library
    University Park Campus Library
Florida State University Libraries
Florida State University - Law Library (SUS Law Students/Faculty only)
University of Central Florida - Library
University of Florida - Smathers Library
University of North Florida - Carpenter Library
University of South Florida
    Tampa Campus Library
    St. Petersburg Campus Library
    Sarasota Campus Library
University of West Florida - Pace Library

**Responsibilities of Host Libraries:**
● The ILL policies of the host library prevail in all transactions with the SUS patron.
● No extraordinary requirements or procedures will be imposed upon SUS patrons.
● SUS patrons are subject to the same local ILL policies and procedures as those placed upon the affiliated local clientele.

These may include:
- limits on the number of requests permitted per week/day;
- direct charges for ILL costs
● Gather statistics on “sus patrons” in order to measure impact of extending ILL services.
● Utilize local ILL procedures in the delivery of ILL materials to SUS patrons.
● Retain responsibility for borrowed materials through the entire ILL cycle.
● Make ILL policies available on line at the Library’s Web site.
● Provide documentation for lost damaged material to the home library when requesting compensation.
● Follow established policies and procedures in recovering costs or library materials from delinquent SUS borrowers.

Responsibilities of Home Libraries:

● Provide access to library materials in support of the research needs of affiliated off campus students and faculty.
● Provide timely information to host libraries regarding the status of an affiliate.
● Cooperate with the host library in protecting the integrity of the ILL process.
● Use established local policies in seeking compensation for lost, damaged or overdue library materials.
● Compensate host libraries for lost, damaged library materials.
● Cooperate with the host library in recovering library materials or costs for lost, damaged or overdue ILL materials.

Fines, overdues, and lost materials:

The host library will bill and collect payment for overdue, lost or damaged ILL materials according to their established policies and procedures.

● If the host library is unsuccessful in securing restitution from the SUS patron, the home library will be notified, with supporting documentation.
● The home library will undertake actions to recover overdue materials or payment for same.
● If the home library is unsuccessful in securing materials or recovering costs from the patron, the obligation falls upon the home library to provide restitution to the host library.
● If the lost item is returned after billing, item is returned to the host library for disposition. Local policies and procedures for crediting will be followed.

Document delivery to Off-Campus Patrons:

SUS patrons may request ILL services from their home library while at a remote location through electronic accesses. In some cases a host & home library partnership in requesting library materials through ILL and delivering them to the SUS patron may be needed to assure access to needed materials. The home library must make prior arrangements with the host library as to the procedure to be used in providing this service to the patron.

Options for home library document delivery to off-campus affiliates.

Articles:
● Ship photocopied articles directly to the home/office address of the off-campus patron, by 1st class mail, or fax.
● Make arrangements with a host library to receive materials and hold for pick-up by patron.
● Send articles online to patron’s e-mail account, when/if technical capability is accessible to library and
Books:

- Refer patron to a host library to expedite the delivery of borrowed materials.
- Ship borrowed books and other returnables directly to the patron's home address by priority mail.
- Make prior arrangements with a host library to receive borrowed materials and hold for pick-up by patron.