

Interlibrary Use Policy for Swilley Library

Overview

ARCHE Libraries' Interlibrary Use program allows the faculty, staff, and students of member institutions to borrow material from other ARCHE libraries to supplement their own libraries.

Permission to borrow from another library is a privilege granted by the home library for a specific period of time, for a specific purpose. Therefore, requests for Interlibrary Use are reviewed on a case-by-case basis by the home library. Borrowing materials from another library for convenience is discouraged.

Abuse of Interlibrary Use Privileges

All users of the ILU services must understand that each member institution library governs under different library rules and circulation policies. If the user fails to comply with specific policies, the home library must be notified. After notification, the home institution must restrict borrowing privileges, block registration, hold transcripts and/or block graduation of the delinquent borrower.

Mercer University (Atlanta)

Faculty, staff, and currently enrolled students from the **Atlanta campus** and Regional Academic Center (**Douglas & Henry County**) may request an *Interlibrary Use Card* to be used at a specific ARCHE institution. **Only reference librarians may issue an ILU card.**

Reciprocal Borrowers (other ARCHE campuses)

In order to receive circulation services at Swilley Library, ILU patrons from *other* ARCHE campuses must present their home university photo ID and a completed & signed ILU card issued by the home library to the Circulation Desk.

Circulating Services for ILU

The home library (reference librarian) sets the patrons' expiration date. This date is usually for one term or session but can be for a shorter period.

Borrowing Limit	Up to 3 Items
Loan Periods	
Regular Circulating Items (ATL Stacks)	3 weeks
Videos	1 week
*Fines	
3 week circulating items (ATL Stacks)	\$.10/day/item Maximum: \$5.00/item
	\$.25/day/item Maximum: 50.00/item
Videos	\$1.00/day/item Maximum: \$5.00/item
Reserve Items	Non circulating or in-house only
*Replacement (Lost Books)	

(Refund of payment for lost books must be requested within the current Fiscal Year)

Cost (Item Replacement)
+\$15.00 Billing Fee (nonrefundable)
+\$25.00 Processing Fee
+ accumulated fines

Updated: June 17, 2008

Request Function (other Mercer Libraries)

NOT AVAILABLE

Interlibrary Loan

NOT AVAILABLE

Copying Services

Visitor's card (purchased for \$2.00) 10¢ per copy
Without Visitor's card 15¢ per copy

***Printing Services**

15¢ per page Payable at the Circulation Desk

Computer Access

- Public computer stations
- Users do not have remote access to Swilley Library databases or on campus databases with certain restricted access.

Verification

Faculty and staff users are issued yellow 2x3 cards and students are issued a 2x3 fluorescent green card. The card is signed or stamped by an authorized staff member from the home library.

A sum of the expiration date must appear as a code on the ILU card.

*Effective July 1, 2004

*Fines	
3 weeks (ex. ATL- Stacks) items are billed 30 days after the due date: Replacement fees apply	\$.25/day/item Maximum: 7.50/item
1 week (ex. videos) items are billed 10 days after the due date: Replacement fees apply	\$1.00/day/video Maximum: 7.00/item
*Replacement (Lost Books)	
Item replacement costs +\$15.00 Billing Fee (nonrefundable) +\$25.00 Processing Fee + accumulated fines	
Recalls	
Items are billed 7 days after the recall date: Replacement fees apply	\$10.00/day/item Maximum: 70.00/items
Printing	
Visitor's card (purchased for \$2.00) Without Visitor's card	10¢ per copy 15¢ per copy

Interlibrary Use Policy and Procedures
<http://www.arche.org/memberservices/librarypolicies.asp>