8.03 Document Delivery (Interlibrary Loan) Policy

Policy 8.03
Volume 8 Library
Chapter 3 Document Delivery (Interlibrary Loan) Policy
Responsible Office: Library
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Policy Statement

Document Delivery (formerly known as Interlibrary Loan) is a fee-based service provided by the Robert B. Greenblatt, M.D. Library in support of scholarly research at Georgia Health Sciences University. This policy defines what is covered by the service, who is eligible to receive the service, and the means and conditions under which documents are delivered.

Reason For Policy

The Robert B. Greenblatt, M.D. Library serves as the public health sciences library of the State of Georgia. It provides access to a virtual library of online journals, databases, and other resources in addition to its collection of print resources. Procedures must be in place to document the circumstances under which library materials (e.g., books, journals/journal articles, and audio-visual materials) that are not readily available in the collections of the Robert B. Greenblatt, M.D. Library may be made available to eligible members of the Georgia Health Sciences University community through inter-library borrowing. Conditions of the service are set by the Interlibrary Loan Code of the American Library Association, by the regulations of individual lending libraries, and by Copyright Law (Title 17, US Code).
Entities Affected By This Policy

All faculty, staff, and students of Georgia Health Sciences University and employees of the MCG Health System are covered by this policy.

Who Should Read This Policy

All faculty, staff, and students of Georgia Health Sciences University and employees of the MCG Health System should be aware of this policy.

Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>e-mail/URL</th>
</tr>
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<tbody>
<tr>
<td>Director of Libraries</td>
<td>706-721-2856</td>
<td><a href="http://www.lib.georgiahealth.edu/about/directory.php">http://www.lib.georgiahealth.edu/about/directory.php</a></td>
</tr>
<tr>
<td>Document Delivery and Print Management Unit Supervisor</td>
<td>706-721-6473</td>
<td><a href="http://www.lib.georgiahealth.edu/about/directory.php">http://www.lib.georgiahealth.edu/about/directory.php</a></td>
</tr>
<tr>
<td>Chair, Content Management</td>
<td>706-721-9912</td>
<td><a href="http://www.lib.georgiahealth.edu/about/directory.php">http://www.lib.georgiahealth.edu/about/directory.php</a></td>
</tr>
<tr>
<td>Document Delivery Unit</td>
<td>706-721-6364</td>
<td><a href="mailto:mcgill@georgiahealth.edu">mailto:mcgill@georgiahealth.edu</a></td>
</tr>
</tbody>
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Related Documents

Document Delivery Services: [http://www.lib.georgiahealth.edu/services/docdel/services.php](http://www.lib.georgiahealth.edu/services/docdel/services.php)
Document Delivery Fees: http://georgiahealth.illiad.oclc.org/illiad/fees.html


University System of Georgia, Regents Guide to Understanding Copyright & Educational Fair Use: http://www.usg.edu/legal/copyright/


McGILL: Important Copyright Information: http://georgiahealth.illiad.oclc.org/illiad/firsttime.html

Interlibrary Loan Code for the United States: http://www.rusa.org/rusaTemplate.cfm?Section=referenceguide&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31579

Definitions

These definitions apply to these terms as they are used in this policy:

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<tr>
<th>Document Delivery</th>
<th>The practice of providing requested library materials to eligible borrowers.</th>
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<tr>
<td>Inter-Library Borrowing</td>
<td>The practice of lending library materials library to library.</td>
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<tr>
<td>McGILL</td>
<td>A document delivery management system that is used to facilitate borrower’s requests.</td>
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Overview

Document Delivery directly impacts the ability of Library users to access library materials in support of research and educational activities. It facilitates the need to acquire the most current, best available evidence and scholarly literature in their fields. The McGILL system is used to manage all aspects of the request process, including fee processing, when articles and books are not readily available from the collections of the Greenblatt Library.

Process/Procedures
Document Delivery requests are initiated by borrowers using the McGill system:

1)   Borrower creates a McGill account from within the McGill system at http://mcg.illiad.oclc.org/illiad/illiad.dll.

2)   Borrower logs into McGill account.

3)   Borrower clicks on the appropriate link for requesting an article, book, chapter, or thesis.

4)   Borrower populates form with pertinent information for the requested item.

5)   Borrower submits the request.

Document Delivery staff receive and process incoming requests to route appropriately to designated lending libraries.

Document Delivery staff receive the requested materials or articles. Items are "checked in" and processed through the McGill system.

Borrowers are notified, via e-mail, of the arrival of their requested materials.

1)   Original materials are picked up from the Library Information Center (LibC).

2)   Articles are posted to the McGill web server and retrieved from within the patron's individual account.

Borrower receives monthly invoice representing items requested/filled

**Responsibilities**

The responsibilities each party has in connection with ARSA Policy 8.03, Document Delivery (Interlibrary Loan) Policy, are:

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<tr>
<th>Borrower</th>
<th>Responsible for requesting material, returning original material by the assigned due date to the Greenblatt Library, and payment for a completed request.</th>
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### Forms


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