



Interlibrary Services

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Category:	Library Services
Approving Body:	Library Services Planning Team
Executive Division:	Student Services
Department Responsible:	Library Services
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Policy Statement

The BCIT Library establishes interlibrary agreements and works to obtain information resources from other organizations for the instructional, research, and operational needs of its users. The interlibrary services provide for the exchange, borrowing, and lending of audio visual and print information resources between the BCIT Library and other libraries to expand the scope of materials available to Library users.

Purpose of Policy

The purpose of this policy is to inform BCIT Library users about the provision of interlibrary services and explain the parameters of lending BCIT materials and borrowing materials from other Library organizations.

Who Does This Policy Apply To?

BCIT students
Employees
Retirees*
External libraries*

*For audiovisual and digital materials, we must adhere to licensing agreements (i.e. site license) etc. which may exclude certain categories of borrowers.

Related Documents and Legislation

Access Copyright Agreement <http://www.bcit.ca/files/library/pdf/bcit-2003collegeagree.pdf>
Canada Copyright Act
Library and Archives Canada and Canada Library Association Interlibrary Loan protocols (various)
Media Exchange Cooperative Manual

Definitions

Media Exchange Cooperative (“MEC”): MEC is a consortium of B.C. post-secondary libraries whose purpose is to facilitate cooperation among its members in the sharing of audio-visual materials and services.

Advanced Education Media Acquisitions Centre: (“AEMAC”): AEMAC is a provincially funded centre that purchases provincial licenses for the duplication of audiovisual materials for use by British Columbia post-secondary educational institutions.

B. C. Post-secondary Interlibrary Loan Network (“NET”) is a resource sharing library network for publicly funded post-secondary libraries in B.C.

Eligible Users

Current BCIT students and employees, as well as BCIT retirees are eligible to use BCIT’s interlibrary services. Community and alumni library users are not eligible; they may place interlibrary loan requests at their local public library.

Information Resources

The library resources sharing agreements and practices allow libraries that are exchanging information resources to decide which materials are being loaned (such as a book or a DVD) or copied and sent to the borrowing library (such as a printed journal article).

Generally, materials such as maps, bound journal volumes, reference books, standards, microfilm, and computer programs are not shared through interlibrary services, and users must go to the library that owns those resources to use them.

The BCIT library may refer borrower requests to a more appropriate library. For instance, as BCIT’s interlibrary services are not designed to supplant public library services, requests to borrow popular fiction and non-fiction (and other non-academic materials) will be referred to the public library.

In keeping with the MEC agreement, audio visual materials are lent by the BCIT library only to MEC participating libraries.

In keeping with interlibrary agreements, the BCIT Library will borrow audio visual materials only for BCIT Instructors and employees. Students who wish to view audio visual materials may make the request to their instructors who can then make an interlibrary services request on behalf of the student.

BCIT instructors and staff may book audio visual materials up to six months in advance in order to schedule the viewing at the time needed for teaching, research, or operational activities.

Duties and Responsibilities

BCIT Library (Interlibrary Services department)

The BCIT Library's Interlibrary Services Department works under the terms of BCIT's Access Copyright agreement, the provisions of Canada's Copyright Act, and interlibrary agreements.

The Library reserves the right to charge the user any costs involved in acquiring an item through interlibrary services. Users will be notified of any cost involved.

The Library charges other borrowing libraries fees at the current rate as indicated in the Library and Archives Canada's *Interlibrary Loan Directory*.

The Library grants users the ability to renew information resources when the lending library allows for such renewals.

The Library will arrange for audio visual materials to be borrowed for purposes of previewing the resource in order to decide if the item should be purchased by the BCIT Library.

Library Users

Library users may complete an online form on the Library's website, a printed form available at the library or by email to interlib@bcit.ca to request materials through interlibrary services.

Library users are responsible for:

- the proper care, control, and return of information resources borrowed through interlibrary services
- complying with copyright and license agreements that accompany borrowed materials
- returning borrowed information resources on or before the due date
- paying borrowing, shipping, brokerage, handling, overdue, repair, non-pick up fee, replacement or other costs in accordance with the policies of the lending library.

Library users should be aware that lead time, a minimum of two weeks, is required to book or borrow audio visual materials from other libraries.

BCIT Instructors may request audio visual materials for preview purposes prior to making a decision to purchase a resource. The Library expects the previewer to complete an evaluation form that will support the decision to purchase or not purchase the resource. The preview costs are charged back to the requestor's department.

All loans are subject to recall.

Procedures Associated With This Policy

None.

Forms Associated With This Policy

Interlibrary Loan – Periodical (Lib67)

Interlibrary Loan – Book (Lib66)

Special Situations

Amendment History

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|---------------|-------------|
| 1. Created | 1995 Mar 10 |
| 2. Revision 1 | 1999 Apr 16 |
| 3. Revision 2 | 2009 Jan 27 |

Scheduled Review Date

2014 Jan 01