

# **Decker Library**

## **Maryland Institute College of Art**

### **Inter-Library Loan Borrowing Policy**

#### Purpose

Inter-library loan serves the mission of Decker Library by providing current students, faculty, and staff with the opportunity to obtain library materials not readily available at Decker Library or at any of the local libraries that have extended direct borrowing privileges to the MICA community.

#### Scope

Decker Library adheres to the guidelines of the National Interlibrary Loan Code for the United States (2001) as put forth by the American Library Association. Decker Library also complies with U.S. Copyright Law.

#### Inter-Library Loan Borrowing Policies

##### I. Requests

Only current students, faculty, and staff of the Maryland Institute College of Art are eligible for this service. It is the responsibility of each borrower of inter-library loan materials to make themselves aware of the inter-library loan policy as set forth here and published online at [www.mica.edu/library/.....](http://www.mica.edu/library/)

A loan or a copy of any material may be requested from a participating library in accordance with the published lending policy of that library. The lending library determines the availability, conditions, and loan period for each item requested.

All material on loan is subject to immediate recall if so requested by the lending library.

Materials may be requested using the following methods:

Complete the online form provided in the Decker Library catalog under "I Need Material" and "Inter-Library Loan" (User ID is necessary for the successful transmission of the request).

Telephone one of the Reference Librarians at 410-225-2273.

E-mail a Reference Librarian at refer@mica.edu

A current MICA ID number is required.

At minimum, a request must include one's name, ID number, contact information (e-mail and telephone), along with the title and type of material requested. Additional information, such as author, publisher and date of publication, is preferred.

The following types of requests will NOT be processed.

Requests that are incomplete or illegible.

Requests that violate U.S. Copyright Law.

Requests for bound or single issues of periodicals.

## II. Notification and Retrieval

The Reference Department will make a good faith effort to contact the borrower when an item that was requested arrives. The primary method of notification will be by e-mail using the borrowers MICA e-mail address.

All inter-library loan items will be held at the Reference Desk for retrieval. Affixed to each item will be a paper strap that must not be removed. The strap will indicate the date the material is due and other important information. When retrieving an inter-library loan, it is the responsibility of each borrower to note the condition of the material they are borrowing and to bring to the attention of the Reference Librarian any concerns they may have regarding that condition.

### III. Renewals

Requests for renewal of inter-library loan items should be made at least one week prior to the current due date. Renewals are subject to the approval of the lending library. A Reference Librarian will contact the borrower regarding a renewal request. If an item is renewed, the borrower is responsible for recording the new due date on the paper strap affixed to the item.

### IV. Returns

All borrowers of inter-library loan materials are responsible for the return of borrowed items by the due date on the inter-library loan strap that has been affixed to each item. All borrowers must return materials to a Reference Librarian on the lower level of Decker Library.

Do not use the book drop and do not return inter-library loan items to the Circulation Desk. Borrowers will still be responsible for any items that do not reach the Reference Staff for return to the lending library despite any claims that the item was left in the book drop, at the Circulation Desk, on the Reference Desk, or anywhere else in the library rather than being handed to a Reference Librarian.

Decker Library reserves the right to suspend inter-library loan privileges to any borrower who repeatedly fails to return inter-library loan materials by the due date. Borrowers may be subject to fines for overdue items.

Borrowers are responsible for the replacement of lost or damaged materials at a cost determined by the lending library. Failure to pay any charges will result in the suspension of all library borrowing privileges. Students with outstanding fines and/or replacement costs will have those amounts charged to their MICA PeopleSoft accounts. Other MICA community members can pay at the Circulation Desk or by mail. Make checks payable to MICA.

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