Decker Library  
Maryland Institute College of Art  
Interlibrary Loan Borrowing Policy

Purpose

Interlibrary 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


Interlibrary 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 interlibrary loan materials to make himself or herself aware of the interlibrary loan policy as set forth here and published online at [http://www.mica.edu/Academic_Services_and_Libraries/Decker_Library_and_Media_Resources_Collection/Policies_and_Guidelines/Policies.html](http://www.mica.edu/Academic_Services_and_Libraries/Decker_Library_and_Media_Resources_Collection/Policies_and_Guidelines/Policies.html).

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.
A request must include one's name, ID number, email address, along with the title and author of the material requested. Additional information, such as publisher, date of publication, or ISBN is preferred.

Materials may be requested using the following methods:

- Go to www.mica.edu/library/ and click “Search the Catalog” in the center of the screen.

  Complete one of the online forms provided under "Library Info" for “Interlibrary Loan Book” and “Interlibrary Loan Article.”
  
  o Interlibrary Loan Book: https://docs.google.com/a/mica.edu/forms/d/1dSCVEZN1b0HUgWQBMSNZkMuOq8IXaoP58aIDJwGbss8/viewform
  
  o Interlibrary Loan Article https://docs.google.com/a/mica.edu/forms/d/108weXm3CZWOanIYMd5aZWINnSHnh9EpXM8YOxw6veSc/viewform

- E-mail ILL@mica.edu

Interlibrary loans are typically free. However, if the requested item is not available through a free lender, we will offer the opportunity to request the item through paid lenders. This does not guarantee that the item can be provided through these lenders.

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 Interlibrary Loan 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 interlibrary loan items will be held at the Circulation 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 interlibrary 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 Interlibrary Loan Department any concerns they may have regarding that condition.

If the item is provided at a cost, the borrower must pay this cost before they may retrieve the loaned item. Even if the item is not retrieved, the cost is still owed. 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.

III. Renewals

Requests for renewal of interlibrary loan items should be made at least one week prior to the current due date. Renewal request may be made in person or by contacting the Interlibrary Loan Department at ILL@mica.edu.

Renewals are subject to the approval of the lending library. The Interlibrary Loan Department will contact the borrower regarding a renewal request when approved or denied. 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 interlibrary loan materials are responsible for the return of borrowed items by the due date on the interlibrary loan strap that has been affixed to each item. All borrowers must return materials to the Circulation Desk on the upper floor of Decker Library.

Decker Library reserves the right to suspend interlibrary loan privileges to any borrower who repeatedly fails to return interlibrary 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.

Decker Library Circulation Department
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