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


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 his or herself aware of the inter-library loan policy as set forth here and published online at www.mica.edu/libraryhttp://www.mica.edu/Documents/ILLpolicyPDF.pdf. 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 the Circulation Department at 410-225-2272.
Send an e-mail to ill@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 Circulation 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 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 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 Circulation Manager on duty any concerns they may have regarding that condition.
III. Renewals

Requests for renewal of inter-library loan items should be made by contacting the Circulation Department at least one week prior to the current due date. Renewals are subject to the approval of the lending library. The Circulation Department 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 inter-library loan materials to a Circulation staff person at Decker Library.

Do not use the after-hours book drop or the drop slot at the counter. Inter-library loan materials must be handed to a staff person and verbally identified as an "inter-library loan". Borrowers are responsible for any inter-library loan materials that do not get returned to the Circulation Department properly, regardless of any claim that the book was left in the after-hours book drop, the drop slot at the counter, put on the counter, taken to the Information Desk, or returned by mail.

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.

Decker Library Circulation Department
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