

## Interlibrary Loan Policy

SUNY Orange Library (OCLC: VGA)  
Interlibrary Loan  
115 South Street  
Middletown, New York 10940  
Email: [illiad@sunyorange.edu](mailto:illiad@sunyorange.edu)  
Phone: (845) 341-4255  
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Interlibrary loan services are provided to current students, faculty, and staff as well as retired faculty. Other individuals may use their local libraries to request our materials. We do not charge for lending and accept requests from libraries within the United States.

The SUNY Orange ILL service is governed by the conditions set by the U.S. Copyright Law [www.copyright.gov/title17](http://www.copyright.gov/title17), the ALA Interlibrary Loan Code [http://www.ala.org/Template.cfm?Section=InterLibrary\\_Loan&template=/ContentManagement/ContentDisplay.cfm&ContentID=31579](http://www.ala.org/Template.cfm?Section=InterLibrary_Loan&template=/ContentManagement/ContentDisplay.cfm&ContentID=31579), CONTU <http://old.cni.org/docs/infopols/CONTU.html>, regional Interlibrary Loan agreements, and the regulations set by individual lending libraries.

### **CONTU guidelines: suggestion of five**

We can request five copies of an article, book chapter or other portion of a work or five articles from a periodical published in the last five years per calendar year. Excluded from this are items owned by the library that are currently unavailable (e.g. at the bindery or missing) or items for which the library has an active print or microform subscription. If more than five recent articles have been ordered in a given year, copyright fees will need to be paid for additional item(s). SUNY Orange Libraries require that the user pay these charges. A requestor will be contacted prior to fulfillment in this instance.

### **CONTU guidelines: rule of two**

Multiple requests from a single issue periodical or monograph by the same individual may require payment of copyright fees. SUNY Orange Libraries require that the user pay these charges. A requestor will be contacted prior to fulfillment in this instance.

Campus Security and the Library Director will work with law enforcement agencies if warrants or subpoenas involve records of requests.

### **Borrowing**

Qualifying users may register for an ILLiad account at <https://sunyorange.illiad.oclc.org/illiad/FirstTime.html> and track requests at <https://sunyorange.illiad.oclc.org/illiad/logon.html>

Up to 25 active requests are allowed at any given time. Requests for material will be filled for a single user who is responsible for the item and its appropriate use. We reserve

the right to cancel requests when the item is available for loan or through our online database services or an open access resource. A request that is determined to be outside the parameters of fair use may also be cancelled.

Articles become the property of the patron. Books must be checked out using your SUNY Orange ID card and returned on or before the due date. Renewals may or may not be granted by the lending library, so it is advisable to request a renewal from 3 days prior to the due date up to the day the item is seven days overdue.

Notices will be issued on the following schedule:

1<sup>st</sup> notice 2 days prior to the due date

2nd notice at 7 days.

3rd notice at 28 days. All library privileges are suspended at this time.

Charges will be applied upon overdue notice generation according to the following schedule for students:

7 days overdue                      \$1.00

28 days overdue                      \$5.00

Faculty and staff will pay any charges made by the lending library.

Return ILL books and audio-visual materials to the circulation desk. The requestor is responsible for the safety of the item(s) borrowed and must pay for loss, damage, and/or replacement plus any fees charged by the lending library plus an additional \$20.

Interlibrary Loan privileges may be suspended or revoked if a user is not responsive when contacted by the Interlibrary Loan department or a situation is created that damages our working relationship with other libraries.

## **Lending**

Requests from within the United States are accepted via ILLiad or WorldShare (OCLC symbol: VGA), Odyssey, SEAL (Southeastern Access to Libraries), fax, email and ALA forms. Our Lending Web registration page is available at

<https://sunyorange.illiad.oclc.org/illiad/Lending/LendingFirstTime.html>

and returning users can use

<https://sunyorange.illiad.oclc.org/illiad/Lending/lendinglogon.html> to submit a request.

Circulating, FOLIO, and McNaughton collections, periodicals, and CDs are available for lending. Videocassettes, DVDs, e-books, course reserves, local history collections, the CTL collection, reference, and Newburgh items are not available. Articles from our bound and microform collections are provided when a good copy can be obtained without damaging the material and ALIAS approved ejournal requests are filled for IDS Project Libraries.

We are affiliated with the following OCLC groups: IDS PROJECT (IDSZ) , EMPIRE LIBRARY DELIVERY/ELD (LAND) , LIBRARIES VERY INTERESTED IN

SHARING (LVIS), NEW YORK CONSOLIDATED ULS (NYUL) , NEW YORK STATEWIDE GAC (GNYS), NORTHEAST GAC (NE@R), NYLINK INTERLIBRARY CODE GROUP (ZERO) , OCLC TRAINING & ILLIAD PARTICIPANT (ILLD) , SOUTHEASTERN NEW YORK GAC (SYGC), SOUTHEASTERN NEW YORK LIBR COUN ULS (SNYC), SUNY UNION LIST OF SERIALS & ILL GROUP (RSUN), US NEWSPAPERS PROG (NEPU).

Requests are usually processed and shipped within 48 hours Monday to Friday. We ship via Empire Library Delivery (ELD) and USPS using courier bags, jiffy bags and boxes. UPS and FedEx are utilized when the lending library requires it.

Material is loaned for 28 days with one renewal for an additional 28 days. Items are recalled on an as needed basis after a guaranteed 28 day loan period. There is a 7 day grace period, followed by:

1<sup>st</sup> notice at 7 days overdue

2<sup>nd</sup> notice at 28 days overdue

3rd notice (invoice) at 160 days overdue. A \$5 processing charge is added to the replacement cost.