

Updated 2/08

Interlibrary Loan Policy

The SUNY Orange ILL service is governed by the conditions set by the [U.S. Copyright Law](#), the [ALA Interlibrary Loan Code](#), [CONTU](#), 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 or five articles from a periodical published in the last five years per academic 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.

Records of requests are retained for 3 years plus the current year. Campus Security and the Library Director will work with law enforcement agencies if warrants or subpoenas involve these records.

Borrowing

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. Available material will be placed on the hold shelf and the location of full-text will be provided to the requestor.

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:

Grace notice 2 days prior to the due date

1st notice at 7 days overdue.

2nd notice at 28 days overdue. All library privileges are suspended at this time.

Charges will be applied according to the following schedule for students:

7 days overdue \$1.00

28 days overdue \$5.00

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 or damage plus any fees charged by the lending library plus \$10. Faculty and staff will pay any charges made by the lending library only. Interlibrary Loan privileges may be suspended or revoked if abused.

Lending

Requests are accepted via ILLiad, Odyssey, and SEAL. We are affiliated with the following OCLC groups: GNYS, ILLD, LAND, NE@R, NEPU, NYUL, RSUN, LVIS, SNYC, SYGC, ZERO.

Item(s) from circulating, FOLIO, McNaughton, periodical, TECH, and CD collections are available for lending. Item(s) from videocassette, DVD, e-book, course reserve, local history, CTL and reference collections are not available.

Material is loaned for 28 days with one automatic renewal for an additional 28 days. There is a 7 day grace period, followed by:

1st notice at 7 days overdue

2nd notice at 28 days overdue

We bill libraries for replacement costs after six months.