

UNIVERSITY OF KANSAS LIBRARY

INTERLIBRARY LOAN SERVICE TO FACULTY AND GRADUATE STUDENTS

The general unfamiliarity of faculty and graduate students with interlibrary loan practices and procedures has made an explanation of some of the rules seem advisable. The following extracts from the American Library Association's Interlibrary Loan Code, 1940, are self-explanatory:

MATERIAL WHICH SHOULD NOT BE REQUESTED. Libraries ought not to ask to borrow: current fiction; books requested for a trivial purpose; books in print which can be purchased readily and for which there is a natural demand in the library which owns them. No material of any kind may be borrowed for class use.

LIMIT OF NUMBER OF VOLUMES. No greater number of volumes should be asked for at one time than can be used effectively in the customary loan period.

DURATION OF THE LOAN. Loans vary from seven days to four weeks, depending upon the lending library. The time allowed will be stated in each case by the lender when a loan is made. The period is counted from the day the book reaches the borrowing library to the day it is returned. An extension of time usually may be obtained for good reasons. AN APPLICATION FOR SUCH AN EXTENSION MUST BE MADE EARLY ENOUGH TO PERMIT AN ANSWER FROM THE LENDING LIBRARY TO BE RECEIVED BEFORE THE BOOK'S RETURN IS DUE.

SAFEGUARDS. The borrowing library is bound by the conditions imposed by the lender; these it may not vary. (This applies to books restricted to use in the building of the borrowing library.)

RESPONSIBILITY OF BORROWERS. The borrowing library must assume complete responsibility for the safety and prompt return of all material borrowed.

VIOLATIONS OF THE CODE. Disregard of any of the foregoing provisions, ... or detention of material beyond the time specified for its return, will be considered a sufficient reason for declining to lend in the future.

Local applications for loans should be made to the Reference Librarian and should include the following information: BOOKS. Author (full name and dates), title accurately stated, volume number if in a set, edition if a particular one is desired, place of publication, publisher, date of publication. PERIODICALS. Complete title of magazine, date of issue, volume number, inclusive paging of desired article, author and title of article. IF THE ABOVE INFORMATION CANNOT BE SUPPLIED, A COMPLETE REFERENCE SHOULD BE GIVEN TO THE SOURCE WHICH CITED THE ITEM.

TO AVOID NEEDLESS WASTE OF TIME AND EXPENSE, OUR HOLDINGS MUST BE CHECKED CAREFULLY BEFORE TURNING IN REQUESTS FOR INTERLIBRARY LOANS. This means that books should be looked up in the card catalog under author's name, including all possible variations in spelling, and title. Magazine titles should be looked up in the card catalog, and at the Periodical and Exchanges Desks.

The length of time necessary to secure a loan varies from three days to several months, depending upon the item desired. Giving complete bibliographic data with each request is the most effective means of making it possible to locate books quickly.

C. M. BAKER
Director of Libraries