

## 1. PURPOSE

In order to satisfy academic and scholarly information needs, the AUP Library offers interlibrary loan services to its constituents (i.e. upon request, the AUP Library will obtain material not already available in its collection) and to other institutions. This policy ensures that materials are fairly and consistently shared with library users worldwide.

## 2. WHO IS AFFECTED BY THIS POLICY

Staff, students, faculty

## 3. POLICY STATEMENT

### **Interlibrary loan (ILL) for AUP users**

The AUP Library is part of a network of free lending libraries (AMICAL and a few French university libraries) that provide materials to our patrons at no cost. In turn, the AUP Library provides reciprocal lending to these institutions.

The AUP Library can also pay a fee and order materials from libraries nationwide and abroad.

- Current AUP students, faculty, and staff may place requests for interlibrary loans at no charge.
- Alumni and dependents must pay a 30 € fee per item.

There is no limit to the number of materials that can be requested, though copyright laws may impose limitations on what the Library can order. Patrons may not order anything that the Library already owns.

The lending library will set the due date and renewal terms.

Patrons who do not return items on time or in good condition may lose their ILL privileges.

Only faculty, staff and students may take ILL books outside the Library.

Request for interlibrary loans may be submitted via the online catalog or by email ([ill@aup.edu](mailto:ill@aup.edu)).

### **Libraries borrowing from the AUP Library**

The AUP Library lends returnable items (books) and non-returnable items (article, book chapters). Because of copyright issues, the AUP Library does not lend any DVDs, CDs, or e-books in their entirety (typically, only up to 10 % of an e-book can be loaned).

The AUP Library's lending period is 4 weeks. Renewals may or may not be allowed for another 4 weeks, depending on whether the items has been requested by one of AUP's users. Please contact our staff.

The AUP Library ships materials via regular French postal services.

## 4. RESPONSIBILITIES

The User Services and Document Access Supervisor and the Document Access & Collection Assistant provide interlibrary loan and delivery services.

## 5. DEFINITIONS

**AMICAL** A consortium of American international liberal arts institutions working together on common goals for libraries, technology and learning

**ILL** Interlibrary loan

6. APPROVALS & HISTORY

This longstanding policy was reviewed in November 2015 and August 2018. Last review: Fall 2023. Next review: Fall 2025.

7. ISSUING OFFICE AND CONTACT

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