

ASNUNTUCK COMMUNITY COLLEGE
LEARNING RESOURCE CENTER
INTERLIBRARY LOAN POLICY

Interlibrary loan service in support of learning, teaching and research is available to all current ACC students, staff and faculty. This service is also extended as a courtesy to retired ACC staff and faculty. All other LRC users in need of interlibrary loan service are asked to contact their local public library.

Interlibrary loan may be used only for materials not available at LRC, up to seven (7) requests within any one week (7 days).

The LRC staff will make their best effort to locate and promptly obtain requested materials. However, please expect on average two-week waiting period before materials reach LRC and plan accordingly. The staff will notify the borrowers promptly by phone or e-mail.

The LRC staff will automatically continue sending out the request if the original lender refuses the loan and if other copies of the material may be obtained.

Please note that the loan period may vary depending on the lending institution and may be different from the LRC loan periods.

Received materials will be held for two weeks (14 days) from the date of notification. They can be picked up at the Circulation Desk during LRC's hours.

Readers who wish to renew their loans must do so promptly, prior to the due date. Delinquent borrowers will not be eligible to submit new requests until their accounts have been cleared.

Fines for overdue, damaged, or lost Interlibrary Loan materials billed by lending institutions will be passed on to the user.

Failure to follow these rules may result in suspension of borrowing privileges, fines, and in block on obtaining transcripts and other college documents.

In order to originate the request, please fill out completely and legibly appropriate interlibrary loan form (PINK for books and non-print materials, such as DVDs; GREEN for journal articles only) and hand it to a staff member. Please do not leave your form on a desk or on circulation counter. Each item, including articles from the same journal, must be requested on a separate form. The forms are available at the Circulation Desk or online.