

Sur University College
Inter-library Loan Policy

Article 1: Policy Statement / Purpose

The purpose of this policy is to provide information about the terms and conditions regarding the request and supply of materials which are not owned in the library from other university libraries through the Interlibrary Loan service.

Article 2: Objectives

Inter- Library loan (ILL) is a primary library service which is provided for SUC Community in order to:

- Enhance their accessibility towards information resources.
- Acquire the materials from other university libraries that satisfies the SUC users' needs.
- Ensure that the users have access to the information they require.

Article 3: Scope

This policy applies to all current members of Sur University College (academic and non-academic staff and students). It will help to acquire the materials from other university/university college libraries in Oman which are not available in the SUC learning resource centre

Article 4: Definitions (If any)

Inter-library loan: to obtain materials which are not owned by the library from other university libraries.

Lending Library: refers to a library or other institution that sends materials on request to other libraries, usually via interlibrary loan.

Article 5: Procedures

Inter Library Loan service is available to academic and non- academic staff and students of the Sur University College.

1. Before starting the procedure for requesting ILL Service, the users has to check the Online Library Catalogue (OPAC) to find out the material which they are searching is available in the collections or not in library WEB-OPAC : <http://library.suc.edu.om/>
2. If the materials already available in the LRC means the ILL request will not be taken. If

- you need any help for using our catalogs, inquire at the reference desk in the library.
2. The terms of the ILL service depends on the loan policy of the respective university library (i.e. the number of books that can be checked out at once, and the loan duration).
 3. ILL requests are not applicable to journals, reference sources, and dissertations, books on reserve, and books that are not for loan.
 4. Books borrowed through ILL service are sent by the respective university library to the SUC Learning Resources Center.
 5. Books should be returned without any damage to the LRC three days prior to the due date of the borrowed item.
 6. In cases, where the borrowed book is not returned in time or is lost, the regulations of the respective library apply.
 7. Users who would like to use this service need to complete the ILL form in full, and submit the form in person to the Library where they are affiliated with.
 8. Only 2 books for a period of 15 days may be borrowed.
 9. The library which wants to place a book request from Sur University College Library is considered to have agreed to the 12th article of the Regulations of the Sur University College Library, concerning the fees for overdue items, and lost or damaged books.
 10. Materials that will not be requested include items owned by the Library and temporarily in use or on reserve in the library, and electronic full-text information available to the Library via purchased databases.
 11. Some requests may not be filled due to high demand, copyright restrictions, inability to locate or rarity of item.

Submitting a request

1. Library users may place an Interlibrary Loan request in person at the circulation department at LRC, or by sending the request by mail or e-mail.
2. The form is available on the Library's web site and can be printed and completed to be mailed or brought in person to LRC.

Loan Period

1. Loan periods are determined by the lending library. Items generally are loaned to users for two weeks.
2. A due date will be assigned when the user receive the item. Items will be considered overdue if they are not returned to this library by the assigned item due date.

Renewals

1. The lending library determines whether renewals are allowed are not, and no renewals can be made unless the library has been given proper notice and approved the renewal.
2. In certain cases, Borrowed Items can be renewed for another one more week on request, unless it has been requested by another user.

Charges

1. The library which places a request is responsible for paying for the postage charges for the incoming and outgoing items
2. Overdue and Lost material charges: Lost, damaged or stolen Interlibrary Loan materials are subject to the lending library's rules and regulations.
3. Fine apply for overdue materials (100 Baiza for each day delay).
4. An e-mail will be sent to the library which holds an overdue book. If the borrowed book is not returned after 3 reminders, the procedure of lost book will be applied, and the respective library will be charged for the replacement of the borrowed book.
5. The library which places a request is held responsible for the possible damages (i.e. overdue items, damaged items, and shipping losses) that may happen during the loan period of the borrowed items.
6. These charges will be reflected on the user's Library account and may impact his/her borrowing privileges.

Procedures between libraries

- Each party should assign one coordinator to act as the direct contact (Circulation staff).
- The lending library will issue 10 User ID cards by the name of the other library and the card number, (e.g., Sur Applied Science College library, 1) and vise versa.

- The library which places a request should check the SUC online library catalog <http://library.suc.edu.om/> to check the availability of the requested title. Also they can send an email to the circulation desk staff: LRC-Circulation@suc.edu.om
- The material should be ready for loan during one working day if it is available.
- The library Circulation rules for each party should be followed regarding the number, time period and the type of material.
- The library which places the request will be responsible for the transportation arrangements and charges.
- Each party from the two sides (The lending library and the library which places the request) must accept the terms of service in this document and put their signature.
- The Library users are responsible for all books and Learning Resources Centre materials borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedures have been completed.
- The SUC college email account is the main channel for communication concerning library borrowing. It is the responsibility of the user to monitor this account.
- LRC users should check their accounts on the online catalog web page to see when your loans are due.
- The LRC should be notified immediately of the loss of a user Library Card.