Category: Academic Affairs Responsible Office: Academic Affairs	**Policy Title:** Interlibrary Loan Charges Document Number: 1600 Effective Date: February 14, 1975 This policy item applies to: Community Colleges State-Operated Campuses

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Summary

This policy governs the interlibrary material-lending process within the State University of New York (University) library system.

Policy

No charge will be made for interlibrary loans between State University of New York (University) campuses, whether for lending original volumes or for furnishing photocopies of portions of books or serials.

An individual interlibrary loan request, which appears to be unreasonable, should be reviewed by that campus's library committee to determine what limitations, if any, should be imposed.

University library patrons are responsible for paying return postage on interlibrary loans (from other University libraries) that they return to their lending University library via U.S. mail or some other delivery service.

The patron's lending University library is responsible for delivery costs related to receiving and returning the material from the University library that owns it. The patron of the lending University library is responsible for any costs incurred in retrieving and returning the interlibrary material from and to their library, including return postage.

The policy does not affect direct borrowing through the open-access policy, which has its own guidelines.

Definitions

There are no definitions relevant to this policy.

Other Related Information

Public Access to SUNY Libraries

Procedures

There are no procedures relevant to this policy.

Forms

There are no forms relevant to this policy.

Authority

The following link to FindLaw's New York State Laws is provided for users' convenience; it is not the official site for the State of New York laws.

NYS Education Law § 249-a (Libraries of public institutions of higher education; access and use).

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of New York State Consolidated.

History

Memorandum to Presidents from the office of the vice chancellor for academic programs, dated February 14, 1975.

Appendices

There are no appendices relevant to this policy.