INTRODUCTION (PURPOSE AND INTENT)

Interlibrary loan is the resourcing sharing service that obtains library materials not owned by the Tampa Library for use by USF students, faculty, and staff. The Library subsidizes all Interlibrary Loan overhead costs in staff, systems maintenance, supplies, shipping, service charges, and printing. All efforts are made to borrow without add on costs for document supply. In a few cases, the USF Tampa Library ILL unit may only be able to fill a request using a commercial document supply service.

USF Tampa Library patrons will be responsible for any fees imposed by the document supply service exceeding $50.00.

STATEMENT OF POLICY

If reproduction or material supply from a document supply service exceeds $50.00, the remaining charges and fees will be passed on to the patron. ILL staff will notify the patron of these charges and obtain approval in writing or by email in advance to proceed with the request processing. ILL staff will not proceed with the request until such approval is obtained.

Borrowers are financially responsible for any damage to or loss of interlibrary loan materials from the time the item is picked up until returned to the ILL Office or USF Tampa Library Circulation Desk. Borrowers are also responsible for damage caused by photocopying, even if no specific photocopy restrictions are noted on the material. Should any damage occur to the borrowed item, it should be reported to the ILL Office immediately.

AUTHORITY
- Refer to USF Policy & Procedures #0-001 Issuance of Policies and Procedures (http://generalcounsel.usf.edu/policies-and-procedures/index.asp)
- Refer to Florida Statues
- Refer to:

APPROVAL

Approved by Library Management Group on February 28, 2011; 2013