1. POLICY STATEMENT

1.1. The PSMCHS Library provides ILL to enhance and extend resources available to its users. Because the library cannot purchase or subscribe to every useful resource, ILL is an essential service to meet the information needs of the college community.

2. PURPOSE

2.1. The interlibrary loan service provides the faculty, students, and staff with access to library materials not owned or available at the PSMCHS Library.

2.2. Prince Sultan Military College of Health Sciences Library offers ILL services as a supplement to the library's physical and electronic collection. Since no library can possibly contain all published information, institutions cooperate to advance learning. Prince Sultan Military College of Health Sciences Library has a formal agreement with King Abdulaziz City for Science and Technology to share resources to facilitate library users. Interlibrary loans are intended to give access to materials PSMCHS Library does not own. As such, the current collection must be searched before placing an ILL request. This service is a privilege, not a right. Furthermore, there is no guarantee that if a request is submitted, the material will be procured.

3. APPLICABILITY:

3.1. All PSMCHS staff
3.2. All PSMCHS students
3.3. King Fahad Military Medical Complex Members (KFMMC)

4. RESPONSIBILITY OF:

4.1. College Library is responsible for compliance with the copyright law **(Royal Decree No. M/41 2 Rajab, 1424)** and its accompanying guidelines, and shall inform its users of the applicable portions of the law.
4.2. College Library shall use its local resources before initiating Interlibrary Loan requests.
4.3. College Library shall honor the lending library's conditions of the loan.
4.4. College Library is responsible for returning loans promptly; the safety of materials; and all costs of repair or replacement in accordance with the policy of the lending library.

4.5. College Library shall implement lending policies with due consideration for the needs of its primary clientele.

4.6. Copies of this Interlibrary Loan policy statement shall be available upon request.

4.7. College Library shall notify the borrowing library promptly if materials are not being sent.

5. DEFINITION OF TERMS:

5.1 **Borrowing:** means to ask for something and return it.

5.2 **Lending:** means to give something and get it back.

5.3 **ILL:** Inter-Library Loan whereby a patron of one **library** can borrow books, DVDs, music, etc. and/or receive photocopies of documents that are owned by another **library**

6. POLICY:

6.1. Borrowing

6.1.1. Any materials available on the owning Library's shelves may be considered for a loan to a requesting Library.

6.1.2. Interlibrary loan is a basic library service available to all library users.

6.1.3. Libraries are expected to make users aware of the availability of materials from other libraries.

6.1.4. Library policy on ILL borrowing should specify the number of items that may be requested at one time.

6.2. Lending

6.2.1. To be full participants in an interlibrary loan network, a library must make its collection available to other institutions.

6.2.2. The decision to lend material is always at the discretion of the lending library.

6.2.3. Libraries' policy statements on interlibrary lending should stipulate the following:

6.2.3.1. Materials which are not available for loan

6.2.3.2. loan period for interlibrary loans

6.2.3.3. renewal period and policy

6.2.3.4. whether or not items currently in use may be reserved for interlibrary loan requests;

6.2.3.5. charges for lost or damaged items

6.2.3.6. Situations where special shipping arrangements or insurance may be required.

7. PROCEDURES

7.1. The (PG-032) Inter-Library Loan Request Form must be completed for each item requested with complete bibliographic information and submits to the PSMCHS library or can place requests online through the Koha Integrated Library Management System account.

7.2. All forms must be filled out with complete citations and contact information.

7.3. Patrons are limited to five (5) requests per day. Patrons who submit more than 5 requests will have the first five processed with the rest to be completed as time allows.

7.4. Incomplete requests or requests for items already in our collection will be returned to the requestor.

7.5. When the item arrives, patrons will receive an email notifying them the item is available. Books will be placed at the Library Circulation Desk. If requested resources are not picked up after 48 hours, the item will be returned to the lending library.

7.6. Patrons must have the membership of PSMCHS library and present a valid PSMCHS ID when picking up ILL items.

7.7. All materials borrowed should be returned on or before the due date to the Circulation Desk. Photocopies do not have to be returned unless specifically noted. The patron should leave the ILL identification paper band on the book.

7.8. Borrowed resources must be returned on or before the due date. If delayed a fine will be charged as per lending library fine policy.

7.9. Borrowed books may renew on the lending library permission only. For renewal, the patrons must inform library staff, the library staff will contact the lending library if they allowed it would be renewed, if not item must be returned.

8. REFERENCES:

8.1 Saudi copyright law (**Royal Decree No. M/41 2 Rajab, 1424**) and its accompanying guidelines.

9. IMPORTANT:

9.1. Resource sharing agreement must be established with other libraries to implement this policy.

10. APPENDICES:

10.1. PG-032: Inter Library Loan (ILL) Request Form

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Date effective:**01-Nov-2019**	Date of next review:**01-Nov-2021**	