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## Interlibrary Loans for Community Borrowers Procedures

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<b>Policy Sponsor:</b>	Director, Library and Scholarly Resources
<b>Name of Parent Policy:</b>	<a href="#">Interlibrary Loans for Community Borrowers Policy</a>
<b>Policy Contact:</b>	Head, Information Literacy & Public Services
<b>Procedure Contact:</b>	Head, Information Literacy & Public Services
<b>Effective Date of Procedures:</b>	March 11, 2015
<b>Review Date:</b>	August 2014

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### **Purpose**

To outline the procedures associated with Athabasca University Library's Interlibrary Loans for Community Borrowers Policy.

### **Definitions**

<b>Community Borrowers</b>	Library patrons who have Athabasca University Library accounts, but who are neither Athabasca University students nor AU staff members. Typically, community borrowers either reside or work in or near Athabasca on an ongoing basis.
<b>Interlibrary Loan</b>	The borrowing of materials from another library on behalf of a Library patron.

### **Procedure**

Community Borrowers may request Interlibrary Loans in person, or by phone or email. Full citations for each item requested must be provided. This information will vary depending on the source type (e.g., journal article or book).

Where possible, the source of information for the citation, e.g., the work, database or website in which the citation was found, should be provided.



A fee will be assessed for each item borrowed through Interlibrary Loan, as lending libraries charge Athabasca University Library a fee for processing these requests. This fee, along with a \$5.00 administrative charge will be passed on to the community borrower. The fees charged by lending libraries vary.

### **Applicable Legislation and Regulations**

N/A

### **Related References, Policies, Procedures and Forms**

[Interlibrary Loans for Community Borrowers Policy](#)

### **History**

Athabasca University General Faculties Council, March 11, 2015 (associated policy approved)