



Origination 11/2016  
Last 02/2024  
Approved  
Effective 02/2024  
Last Revised 02/2024  
Next Review 02/2029

Owner Margo Duncan:  
Head of  
Electronic  
Resources and  
Collection Develo  
Area Library

## Library Interlibrary Loan Policy

### Interlibrary Loan Privileges

Interlibrary loan services at Roseman University of Health Sciences allow for requesting articles, book chapters, or books not owned or subscribed to by the University Library from a network of lending libraries.

The Roseman University Library is primarily designed to serve currently enrolled students, faculty, and staff. Interlibrary loan (ILL) privileges are also available to preceptors, and alumni.

### Copyright Restrictions

Placing an ILL request implies consent to abide by the copyright law of the United States (Title 17, United States Code) in the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research."

### Placing Requests

Requestors submit an ILL request form through the Library's online system. Information can be found here: <https://infoguides.roseman.edu/ILL>.

Copyright law guidelines prohibit the library from requesting more than five articles within a calendar year from any one journal title published in the previous five years. Filled requests over the five-article limit are subject to royalty fees. The library will pay these fees, or purchase the article from a commercial vendor, if possible. If neither of these options is available, the library may not be able to obtain the article.

# Processing of Requests

Requests are generally filled within 1-4 business days. Patrons will be notified via email when items are ready for pick up. Articles will be delivered to the patron's email.

# Fees and Payments

The Library does not charge for interlibrary loan requests, however, if there are special fees associated with a request beyond what the library normally supports, it will be discussed with the requestor before the item is obtained. All payments are handled through the Bursar's office.

# Cancellations

If a request is no longer needed an ILL request can be cancelled by emailing the library interlibrary loan staff at [ILL@Roseman.edu](mailto:ILL@Roseman.edu).

## All Revision Dates

02/2024, 11/2016

## Approval Signatures

### Step Description

### Approver

### Date

Administrative Council

Renee Coffman: President

02/2024

Unit Head Approval

Tiffany Garrett: Director of Library Services

02/2024

Initial Review

Margo Duncan: Head of Electronic Resources and Collection Develo

02/2024

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