

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Library Interlibrary Loan Policy

UH-Downtown/PS 03.A.18  
Issue No. 4  
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## 1. PURPOSE

This PS states the interlibrary loan policy of the University of Houston - Downtown (UHD) library.

## 2. POLICY/PROCEDURES

### 2.1 Borrowing/Returning

2.1.1 The UHD Library borrows for faculty, staff and students only. However, students should borrow directly from the University of Houston - University Park. Exceptions are made for handicapped students or for those students who present special needs.

2.1.2 All faculty members are encouraged to borrow directly from the University of Houston - University Park. All full-time faculty members eligible for HARLiC (Houston Area Research Library Consortium) cards are also encouraged to borrow directly from the following HARLiC member institutions: Houston Public Library, Rice University, Texas A&M University, Texas Southern University, Houston Academy of Medicine-Texas Medical Center Library, and University of Texas Medical Branch (Galveston). Direct borrowing is generally to a faculty member's advantage; however, if it presents an inconvenience, the UHD Library Interlibrary Loan Department endeavors to fill any faculty request.

2.1.3 Students are encouraged to check materials through reciprocal borrowing arrangements maintained with the following local college and university libraries: Rice University, Houston Baptist University, Houston Community College, and the University of Saint Thomas (reciprocal borrowing service is handled by the library's reference department).

2.1.4 Faculty members and students who borrow directly through HARLiC or reciprocal arrangements should return materials directly to the lending library. However, materials borrowed by faculty, staff and students directly through the University of Houston System libraries may be returned to the UHD library. UHD library will return these books to the University of Houston libraries through the campus messenger and system mail.

2.1.5 Every effort is made to borrow from AMIGOS members, as those members complying with the AMIGOS code do not charge for material loaned. However, if the requested material is not available within the AMIGOS network, the UHD library interlibrary loan department attempts to borrow it from other sources with the understanding that any charges incurred are paid by the individual making the request.

### 2.2 Lending

2.2.1 In general, lending is restricted to AMIGOS member requests with priority given to Houston area libraries. The decision to lend a specific item is at the discretion of the UHD library interlibrary loan department.

2.2.2 The UHD Library Interlibrary Loan Department lends books, supplies, and photocopies as available. Photocopies are supplied in compliance with the copyright law (Title 17, United States Code), and the UHD library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. Periodicals (bound or unbound), newspapers, microfilm, or microfiche and AV materials are not supplied.

2.2.3 One renewal request is accepted on loaned books which have no holds on them.

### 2.3 Fees

2.3.1 Neither HARLiC nor AMIGOS member libraries (within AMIGOS guidelines) are charged for interlibrary loan transactions. Libraries outside these networks are charged as follows:

Books: no charge

Photocopies: per copy plus handling charge

All borrowing libraries are charged replacement costs plus handling charges for any lost material.

2.3.2 Any fee charged the UHD Library by lending libraries is charged to the individual borrower. The incurrence of any fees is made clear to the borrower at the time the interlibrary loan request is made.

2.3.3 Students who have overdue interlibrary loan materials will be assessed fines accordingly.

## 3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Director of the W.I. Dykes Library

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.