

**Asnuntuck Community College  
Learning Resource Center  
INTERLIBRARY LOAN (ILL) POLICY**

**ILL requests will be prioritized as follows:**

- 1. Asnuntuck students.**
- 2. Asnuntuck faculty and staff.**
- 3. Other libraries.**
- 4. ACC alumni.**
- 5. Community borrowers.**

Those in groups 1-4 above may submit up to seven (7) requests within any one-week (7-day) period. There is no charge for this service. All LRC users may submit Interlibrary Loan requests.

Community borrowers may submit NO MORE THAN ONE (1) request per one-week (7-day) period. These borrowers will be informed in advance that **any costs incurred will be passed on to them**.

Whenever possible, ILL requests will be processed within 24 hours (excluding weekends and holidays) or as soon as possible after that time period.

Lower priority requests will not be held for more than thirty (30) days.

The ILL forms in the LRC are: **PINK** for books, AV, and other materials; and **GREEN** for periodical article requests. When online, the patron may click on the above colors to print-out the forms off campus and bring them into the LRC.

- ❑ The forms must be legible and include patron's name, phone number(s), e-mail address (if possible), and the patron's LRC barcode.
- ❑ If the patron does not have a barcode, they must apply for one before they can have their requests processed.
- ❑ Only completed ILL forms will be accepted.
- ❑ The upper half of the form is to be filled in by the patron - the lower half is for staff use only.
- ❑ Patrons must submit one request per form, even if articles are from the same journal, etc.
- ❑ Attaching print-outs of the item(s) if available would be helpful.
- ❑ The form(s) must be handed to a member of the LRC staff, and not just left on a desk.

LRC staff will notify the patron by phone and/or e-mail when the request has been filled and is ready to be picked up at the Circulation Desk.

If an ILL request cannot be filled (if the material is unavailable from any other library, or if the information on the ILL form is insufficient or incorrect), the patron will be notified as soon as possible. Another request will be sent out if the patron wants the LRC to try again.

Renewal requests must be made before the due date on the item.

Delinquent borrowers (i.e. those with overdue materials) are not eligible to submit ILL requests until those materials have been returned.

**Charges for ILL materials lost or damaged by an Asnuntuck borrower will be passed on to that borrower, whose ILL privileges will be suspended until full payment is made.**