

1. Purpose

MTU Libraries offer an Interlibrary Loan service which provides access to information resources not held by our Libraries while also supplying material from its own stock to other libraries.

MTU Inter Library Loan Policy Objectives

- a. To ensure access to materials which are not available through MTU Library collections.
- b. That copyright regulations pertaining to the supply of material under the copyright law of the Republic of Ireland are adhered to by the Library and its members.
- c. Provide efficient and cost-effective processes for requesting and delivering materials which are not available within our collections.

Scope

This document refers to the provision of physical and electronic materials not available within the library via an Inter-Library Loan service.

Definitions

For the purpose of this document, MTU Libraries refers to any library located on the Cork or Kerry campuses, including NMCI Library, CSM Library or CCAD Library.

3. Roles and Responsibilities

MTU Library Staff have responsibility to ensure access to resources not available within the Library collections via Inter-Library Loans service. Staff will ensure that the regulations outlined in this policy are adhered to and sanctions imposed where infringements are detected.

4. Policy

MTU Inter-Library Loan Policy

- MTU Libraries will endeavour to locate and borrow items that are required that are not part of the collection in timely and cost-efficient manner from other libraries and lending services.
- MTU Libraries offer an Inter-Library Loan service, on a national and an international basis, which provides access to material not held within our collections whilst also supplying material from its own stock to other libraries.
- Materials are loaned to the MTU Library as a courtesy, and their conditions of use, including due dates, must be respected.
- Lending rights for items borrowed are directed by the supplier library and it is the responsibility of the library and patron to ensure that they are adhered to.
- Inter-Library Loans is a charged service and fees are determined by the requested format i.e print versus electronic. Fees will be charged as appropriate to the relevant department.



- Items with a due date must be returned on time as failure to do so jeopardizes the MTU Library’s liaisons with other libraries which could adversely affect other patrons needing Inter-Library Loan services.
- Where multiple requests are made for the same item, the library will endeavour to purchase the item for the collection.
- Inter-Library loan items that are lost will incur a replacement cost which is determined by the lending library. Any costs incurred are the responsibility of the requestor and/or their Department.
- Users who return Inter-Library Loan materials late will be issued with a formal warning and may lose Inter-Library Loan privileges.
- When ordering a copy of an item, in order to comply with copyright legislation, a copyright declaration must be signed for by the requestor and all regulations outlined complied with in full.

Document Control

A. Document Details

Title:	MTU Libraries Inter Library Loan Policy
Owner(s):	MTU Libraries
Author(s):	MTU Cork & Kerry Campus Library Staff
This Version Number:	Version number 1
Status:	Final
Effective Date:	2 Jun 2021
Review Date:	June 2022

Important Note: If the ‘Status’ of this document reads ‘Draft’, it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
N/A	N/A	N/A	N/A	June 2022

C. Relevant/Related Existing Internal/External Documents

<p>CIT Student Handbook http://www.mycit.ie/handbooks</p> <p>ITT Student Handbook https://www.ittralee.ie/en/pdf/RightsandResponsibilites.pdf</p> <p>MTU Cork Library Inter-Library Loan webpage: https://library.cit.ie/inter-library-loans</p> <p>MTU Kerry Inter-Library Loan webpage: https://library.ittralee.ie/services/interlibraryloans/</p>
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D. Consultation History

This document has been prepared in consultation with the following bodies:



This document has been prepared in conjunction with students and staff from the MTU Cork & Kerry campus libraries.

E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Jean Ricken (MTU Cork Librarian)	2 June 2021	Final Approval
Pat Doherty (MTU Kerry Librarian)	2 June 2021	Final Approval

F. Responsible for Communication and Implementation

The Manager/Functional Area responsible for communication and implementation of the policy:

Title	Functional Area	Date Implemented
Jean Ricken (MTU Cork Librarian)	MTU Cork Library	2 June 2021
Pat Doherty (MTU Kerry Librarian)	MTU Kerry Library	2 June 2021