**ZONDERVAN LIBRARY GUIDE TO INTERLIBRARY LOANS**

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request. Through interlibrary loan service, eligible borrowers may access material not owned by this library. When you turn in an interlibrary loan request, the Zondervan Library attempts to borrow or obtain a photocopy of the needed material from another library.

<table>
<thead>
<tr>
<th>Eligible Borrowers</th>
<th>Kuyper College faculty, staff, and students. Guests should inquire about interlibrary loan services at their favorite public library.</th>
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<tr>
<th>Requesting Materials</th>
<th>Check for the availability. Before requesting a loan, please check to be certain the item you want is not available at this library. Note: Only items not available at this library may be obtained through interlibrary loan. Course texts are available through online vendors and will not be supplied via interlibrary loan.</th>
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</table>

**Books** - Check the online catalog.

**Periodicals** - Check the Periodical Holdings List (online or in print) as well as referring to the Electronic Resources – Library Handbook Reference Guide or ask the librarian for assistance.

Please complete the online request form via the library’s web page, via an online database, print the form or locate the appropriate request form available at the Circulation Desk or online catalog workstations and return it to the Circulation Desk. Please fill out the form in its entirety. You may also e-mail the complete information to the library at library@kuyper.edu.

| Cost | Charges vary. The majority of loans are free of charge. In the event that there is a charge assessed to an interlibrary loan item, you will be notified and asked if you wish to pay the amount indicated. Requests are filled as inexpensively as possible. |
### Turnaround Time

3-10 days is the average turnaround time. The State of Michigan has a statewide delivery service in place for participating libraries. This allows for rapid turnaround time. However, some materials arrive via U.S. Mail, so please allow at least 2 weeks. If the material is available nearby, it may arrive within a few days. Interlibrary loan requests are handled promptly. If materials have not been shipped by the date you have indicated, the request will be cancelled.

### Borrowing Limitations

The conditions of loan services are set by national, regional, and state codes as well as by policies of individual lending libraries. The following materials are usually not available on loan:

- Books - same-year publications
- Periodicals - whole volumes or issues
- Audio-visual materials - phonograph record, tapes, software, photographs or film
- Bulky, fragile or oversized materials that are expensive or difficult to pack
- Rare material, including manuscripts
- Genealogical and other similar materials
- Dissertations (Many American and Canadian dissertations are only available by purchase.)

If you need any of these materials, please inquire at the Check-out/Information Desk.

### Use Restrictions

Lending library restrictions. A loan made from one library to another, not to an individual. The lending library may impose restrictions on use, such as: library use only, no photocopying, non-renewable.

An individual may be suspended from interlibrary loan services if those restrictions are not observed.

### Loan Period

Loan periods vary. Loan periods are set by the lending library and may vary. The usual period is 2-3 weeks use.
<table>
<thead>
<tr>
<th>Renewals</th>
<th>Renewals are the exception. Ordinarily, interlibrary loan books are not renewed. In some cases, exceptions will be provided if a renewal request is submitted 2-4 days before the due date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost Or Damaged Materials</td>
<td>Borrower’s responsibility. The borrower is financially responsible for any damage or loss of materials from the time they are picked up to the time they are returned to the Check-out/Information Desk. The borrower is also responsible for damage caused by photocopying, even if no specific photocopy restrictions are noted on the material. If any damage does occur, do not attempt to repair it; report it to the Check-out/Information Desk.</td>
</tr>
<tr>
<td>Pick Up And Return</td>
<td>Pick up materials at the Check-out/Information Desk. Return interlibrary loan materials directly to the Check-out/Information Desk. Do not return loan materials to the Library’s book drop.</td>
</tr>
</tbody>
</table>

If you have any questions, please do not hesitate to ask. We are available to serve you!