



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Document Delivery (Interlibrary Loan) Policy

Policy 8.03

Volume 8 Library
Chapter 3 Document Delivery
(Interlibrary Loan) Policy
Responsible Office: Library
Originally issued: 1985
Revised: 5/27/07

Policy Statement

Document Delivery (formerly known as Interlibrary Loan) is a fee-based service provided by the Robert B. Greenblatt, M.D. Library in support of scholarly research at the Medical College of Georgia. This policy defines what is covered by the service, who is eligible to receive the service, and the means and conditions under which documents are delivered.

Reason For Policy

The Robert B. Greenblatt, M.D. Library serves as the public health sciences library of the State of Georgia. It provides access to a virtual library of online journals, databases, and other resources in addition to its collection of print resources. Procedures must be in place to document the circumstances under which library materials (e.g., books, journals/journal articles, and audio-visual materials) that are not readily available in the collections of the Robert B. Greenblatt, M.D. Library may be made available to eligible members of the MCG community through inter-library borrowing. Conditions of the service are set by the Interlibrary Loan Code of the American Library Association, by the regulations of individual lending libraries, and by Copyright Law (Title 17, US Code).

Entities Affected By This Policy

All faculty, staff, and students of the Medical College of Georgia and employees of the MCG Health System are covered by this policy.

Who Should Read This Policy

All faculty, staff, and students of the Medical College of Georgia and employees of the MCG Health System should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Director of Libraries	706-721-2856	http://www.lib.mcg.edu/about/directory.php
Document Delivery and Print Management Unit Supervisor	706-721-6473	http://www.lib.mcg.edu/about/directory.php
Chair, Content Management	706-721-9912	http://www.lib.mcg.edu/about/directory.php
Document Delivery Unit	706-721-6364	mcgill@mcg.edu

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p803.pdf>

Related Documents

Document Delivery Services: <http://www.lib.mcg.edu/services/docdel/services.php>

Document Delivery Fees: <http://mcg.illiad.oclc.org/illiad/fees.html>

U.S. Copyright Office -General Guidelines About Copyright Law:
<http://www.copyright.gov/>

University System of Georgia, Regents Guide to Understanding Copyright &
Educational Fair Use: <http://www.usg.edu/legal/copyright/>

McGILL system: <http://mcg.illiad.oclc.org/illiad/illiad.dll>.

McGILL: Important Copyright Information:

<http://mcg.illiad.oclc.org/illiad/firsttime.html>

Interlibrary Loan Code for the United States:

<http://www.ala.org/rusaTemplate.cfm?Section=referenceguide&Template=/ContentManagement/ContentDisplay.cfm&ContentID=31579>

Definitions

These definitions apply to these terms as they are used in this policy:

Document Delivery The practice of providing requested library materials to eligible borrowers.

Inter-Library Borrowing The practice of lending library materials library to library.

McGILL A document delivery management system that is used to facilitate borrower's requests.

Overview

Document Delivery directly impacts the ability of Library users to access library materials in support of research and educational activities. It facilitates the need to acquire the most current, best available evidence and scholarly literature in their fields. The McGILL system is used to manage all aspects of the request process, including fee processing, when articles and books are not readily available from the collections of the Greenblatt Library.

Process/Procedures

Document Delivery requests are initiated by borrowers using the McGILL system:

- 1) Borrower creates a McGILL account from within the McGILL system at <http://mcg.illiad.oclc.org/illiad/illiad.dll>.
- 2) Borrower logs into McGILL account.
- 3) Borrower clicks on the appropriate link for requesting an article, book, chapter, or thesis.
- 4) Borrower populates form with pertinent information for the requested item.
- 5) Borrower submits the request.

Document Delivery staff receive and process incoming requests to route appropriately to designated lending libraries.

Document Delivery staff receive the requested materials or articles. Items are "checked in" and processed through the McGILL system.

Borrowers are notified, via e-mail, of the arrival of their requested materials.

- 1) Original materials are picked up from the Library Information Center (LInC).
- 2) Articles are posted to the McGILL web server and retrieved from within the patron's individual account.

Borrower receives monthly invoice representing items requested/filled

Responsibilities

The responsibilities each party has in connection with ARSA Policy 8.03, Document Delivery (Interlibrary Loan) Policy, are:

Borrower	Responsible for requesting material, returning original material by the assigned due date to the Greenblatt Library, and payment for a completed request.
Document Delivery Unit	Responsible for processing all incoming Document Delivery requests
Lending Library	Responsible for accepting requests and sending requested material to the Greenblatt Library.

Forms

The McGILL system provides electronic forms. See McGILL:
<http://mcg.illiad.oclc.org/illiad/illiad.dll>.