

Interlibrary Loan Policy

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Access category: Public

1. Policy Statement

- 1.1 This document outlines the policy used by the NTU Library to partner with libraries of other tertiary institutions in Singapore as well as worldwide to share collection materials.

2. Background and Rationale

- 2.1 Due to limited space and budget, not every book that is required by a user may be purchased by NTU Library. Hence, libraries of tertiary institutions in Singapore, as well as worldwide, partner with each other to supplement their collection to satisfy the needs of their staff and students.
- 2.2 A policy is also needed to articulate the criteria for accepting interlibrary loan partnership requests from other institutions.

3. Scope

- 3.1 To outline the scope and terms of interlibrary loan, users who are eligible and the criteria of partnering libraries.

4. Definitions

- 4.1 The definitions of terms used in this document are as follows:

Interlibrary loan (ILL): A transaction in which library materials are made available by one library to another upon request.

5. Policy

5.1 Principles

- 5.1.1 Partnerships with other libraries are formed based on the principles of reciprocity and support of government ministries, statutory boards and institutions.

5.1.2 Reciprocity – Partnerships with tertiary institutions of similar size and/or educational institutions serving students of the same educational level will be considered for approval. The library collections of these institutions should be comparable with NTU Library in terms of subject areas and size. This is to ensure that borrowing/loaning from each other benefits both NTU and the partner institution.

5.1.3 Support of government ministries, statutory boards, and institutions – As a publicly-funded university, NTU Library will consider accepting interlibrary loan partnerships with government ministries, statutory boards and institutions regardless of their size and reciprocal benefits from these partner libraries.

5.1.4 Requests from non-governmental institutions or organisations are considered on a case-by-case basis.

5.2 Borrowing from Other Libraries

5.2.1 The categories of eligible users are aligned with that of NTU Library's. The exceptions are faculty, staff, and students of RSIS and NIE who will go through RSIS Library and NIE Library respectively for interlibrary loan requests.

5.2.2 Listed below are the conditions when a user may request for an interlibrary loan:

- Item is not available in NTU Library
- Item is urgently needed and is missing or damaged beyond repair

5.2.3 Loan requests are restricted to materials that are related to work, teaching, research, or respective research projects. Items that can be borrowed are dependent on the lending library.

5.2.4 Each NTU user can request for a maximum of 2 items at a time. The loan period is decided by the lending library.

5.2.5 There is no provision to renew ILL items (local and overseas) but requests for renewal may be considered on a case-by-case basis.

5.2.6 NTU Library will bear the cost of charges levied, if any, for the loans.

5.2.7 NTU users are responsible for overdue fines and any loss or damage of materials loaned to them from the time of the items' collection from NTU Library to their return to NTU Library. If damage or loss occurs, the NTU user must meet all costs of the item/replacement.

5.3 Loaning to Other Libraries

5.3.1 Scope of cooperation

- a) Interlibrary loans can be made on an institutional basis only, from local libraries of government ministries, statutory boards, tertiary institutions, and government-owned companies, as well as libraries of overseas tertiary institutions.
- b) Requests from individuals will not be entertained.

5.3.2 All materials can be loaned out except the following:

- a) Microforms
- b) Reference books
- c) Journals
- d) Project reports and theses
- e) Reserves materials
- f) Confidential materials
- g) Rare or valuable material
- h) Bulky or fragile items that are difficult to ship
- i) Materials that are in high demand
- j) New materials that have been acquired for less than 1 year ^
- k) Unique materials that would be difficult or impossible to replace, e.g. reports on governmental investigations
- l) Out of print materials
- m) Singapore and foreign newspapers

^ applies to overseas loans only

5.3.3 In lieu of loans, libraries may request for a photocopy of the material required within the constraints of the Copyright Act.

5.3.4 Loan period and limit

	Loan Period (days)	Loan Limit (per library)
Local libraries	21	10
Overseas libraries	28	10

5.3.5 Requesting library (local and overseas) may request to renew items once, subject to approval.

5.3.6 Charges are not levied for loans made out to Singapore libraries unless agreement between the partnering library and NTU Library states otherwise.

5.3.7 Loans to overseas libraries are charged at postage cost recovery basis. To reduce risk of transit loss, registered post or courier service must be used to

despatch item(s) to and from the overseas libraries.

- 5.3.8 The requesting library is responsible for overdue fines and any loss or damage of materials loaned to them, from the time of the items' collection from NTU Library to their return to NTU Library. If damage or loss occurs, the requesting library must meet all costs of the item/replacement. ILL lost and damaged items will follow the same procedures as items lost or damaged by NTU staff and students, according to the Lost and Damage Item Procedures.

6. Implementation

- 6.1 The procedure for implementing this Policy is Interlibrary Loan Procedure. It can be accessed via the NTU Policy Portal at:

7. Consulted Parties

- 7.1 The following have been consulted in the drafting of this document.

Name	Designation	College/School/Department
Alan Choy	Senior Librarian	alanchoy@ntu.edu.sg
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8. Related Legislation, Policies, Procedures and Guidelines

Type	Document Title (hyperlink to document if available)
Procedure	Interlibrary Loan Procedure

9. Responsible Parties and Contacts

Policy Owner: University Librarian

Responsible Office: Office of Information, Knowledge & Library Services

For clarification on this policy, please contact:

Name	Designation	Email	Telephone
Phoebe Lim	Senior Assistant Director	PhoebeLim@ntu.edu.sg	6316 2909

10. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Library Management	6 Apr 2020	7 Apr 2020	New document