

Interlibra

Patron Responsibilities

Maintain up-to-date contact information in the account Profile. Notifications related to library transactions will be sent even when emails are disabled. The ILL Department communicates with users via email to indicate that an item is ready for use, verify payment/fee information, etc.

Monitor communication from the ILL Department and pick up requested materials in a timely manner.

Accurately fill out digital request forms through the interlibrary loan system.

Ensure the care and safety of borrowed materials and cover the cost to replace lost items or repair damages that occur in the patron's possession.

Pay any fees imposed by the lending library. Before a request is sent out, patrons will be informed of any costs and asked to confirm that they are willing to pay.

Return all materials by the due date marked on loaned materials or request a renewal before the due date. If the materials are not returned by the due date, the following measures may be imposed:

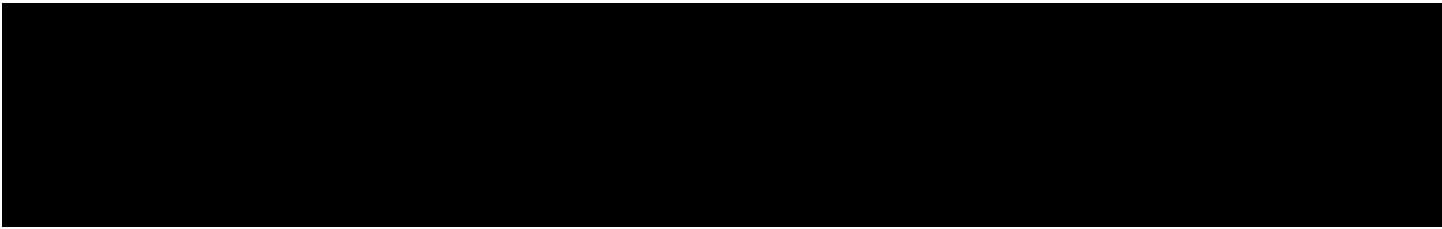
- 6 Suspension of ILL privileges and use of UCA library materials and invoice for the replacement cost of the overdue material.
- Students may also have their UCA student record flagged, thereby blocking course registration, transcripts, etc.

ILL Department Responsibilities

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Maintain open and productive relationships with lending libraries to ensure continued access to materials.

Work to ensure the privacy of all patron information.



Update OCLC requests and records in a timely manner.

Pay any fees.

Manage the care and safety of the borrowed materials received and pay for any replacement or repair costs, including costs associated with items lost or damaged in transit.

Adherence to the due date set by the Interlibrary Loan Department.

Follow the Interlibrary Loan Code for F&