

ADA University Library Interlibrary Loan Policy Document No. LP CS 20-1

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Introduction

The ADA University Library is committed to supporting ADA University community to obtain information and materials that meet their teaching, learning and research needs. The Library provides Interlibrary Loan (ILL) Services to facilitate university-related research of ADA affiliates.

The effectiveness of Interlibrary Loan Service largely depends on the ability of libraries to provide quick delivery of documents or books requested by library users within a minimum time and cost.

Purpose and need for Interlibrary Loan

Inter-library loan has been practiced as one of the most popular resource sharing activity amongst libraries. ILL Service goals are the following:

- ✓ Cooperation with partners on local and international level
- ✓ Access to non-subscribed sources on shared basis upon requests of ADA affiliates
- ✓ Developing services for exploiting library collections

Through ILL Service potential researchers may obtain the resources that are needed for research and are not available in ADA University Library Print and Electronic Collections.

Users are expected to check whether the item is available/held in ADA Library before making a request for ILL Service. The Library also recommends users to check the Directory of Open Access Journals and Directory of Open Access Repositories where they may be able to find the full texts of the required items. ILL requests are searched by librarians through ILL module of the library management system within the resources of libraries throughout the world.

ILL Service is provided only to ADA Community and is free of charge for the library patrons.

Legislation

Paragraph 1. Legislation basics

“Interlibrary Loan Policy” has been compiled on the basis of legal state documents below:

Paragraph 1. 1. Local legislation

- “Law on Librarianship of the Republic of Azerbaijan” (approved by the President of the Republic of Azerbaijan, December 29, 1998, No.611-IQ);
- The Law on Copyright and Related Rights of the Republic of Azerbaijan (approved by the President of the Republic of Azerbaijan, June 5, 1996, No.115-IQ; as amended up to Law No.636-IVQD of April 30, 2013);
- “ADA University Library Information Resources’ Use Policy” (Document No. LPCS 17-1);
- “ADA University Library Penalties” (DOC. No. LP CS 17-2).

Paragraph 1. 2. International legislation

- OCLC WMS (WorldShare Management Services), currently implemented integrated library system regulations on copyright and intellectual property

Paragraph 1. 3. Partners’/vendors’ terms and conditions

- Copyright terms and conditions of local and international partners/vendors, which ADA Library has collaborations with.

Main Statements

Paragraph 2. Eligible users

- ADA University community are granted interlibrary loan (ILL) service to support their educational and research activities.
- Non-ADA community members are encouraged to contact with their primary academic, public, or corporate library regarding interlibrary loan services.
- ADA University Alumni can be provided ILL service under certain membership conditions. Detailed information is available at the Library Circulation desk.

Paragraph 3. Eligible requests

The number of request an individual may make for materials through ILL service may change depending on patron category and resource type. However, the Library recommends patrons to request the materials that they can use in a reasonable amount of time to avoid overdue fees.

Patrons can request these types of items through ILL Service:

- Book parts;
- Journal article;
- Course-related magazine articles;
- Course-related newspapers articles;
- The copy of governmental documents;
- Materials listed as lost or damaged;
- Theses and dissertations, etc.

Note: Quantity of the chapters, volumes, articles etc. is determined according to partner institutions' copyright regulation.

Paragraph 4. Restricted requests

These items are not accepted as ILL request:

- Textbooks;
- Items for personal/non-academic use;
- Rare books;
- Manuscripts;
- Newspapers in print form;
- Entire journal issues;
- Media (CDs, DVDs);
- Computer software;
- Non-circulating items, such as Reference collection books;
- Special collections materials;
- Most recent published sources may not be shared in between libraries and other academic institutions.

Paragraph 5. Submitting an ILL request and cancellation policy

5.1. Requests are received via askalibrarian@ada.edu.az email. ILL Request Forms filled out and sent by users are evaluated by library staff, and then are processed accordingly. Once the library staff accepts the request, user receives notification about the status of the current ILL order.

Users can request sources depending on the inquiry type (research need, supplementary source for teaching etc.). Users are notified by final e-mail when requested material is available for use/borrowing.

Electronic articles received from other libraries/research institutions are sent directly to ADA University email address of the user.

5.2. Time period to fill an ILL request can vary depending on the availability of the material through institutions, the abundance of ILL requests or holidays/weekends.

Approximate time to fill ILL request for the source in electronic format is processed within or up to 5 - 8 business days depending on the partner institutions' resource-sharing policy. ADA University Library does not offer "rush delivery". However, ILL Service is provided as quickly as possible.

5.3. Because of the time, effort, expense and possible lending fees involved in an ILL request, cancellation is not possible once the request has been submitted and final decision for the request have been approved by the ADA University Library.

Paragraph 6. Borrowing conditions

6.1. **Due dates.** For physical items, the lending library sets the time period that materials will be available. Most physical items are due back in 3 weeks or as set by the partner library. The due date is available through patron's Library account (enter [My Account](#) through Library web-site) or by contacting the Library circulation desk. Items should be returned at ADA Main Library Circulation Desk in person.

6.2. **Overdue fees and penalties.** For ILL items that are not returned by the due date, the overdue fee will be charged according to Penalties Policy of the partner library. Continued failure to return ILL materials or to pay fines in a timely manner will result in suspension of the patron's interlibrary loan privileges.

6.1. **Damaged resources and penalties.** Patrons are encouraged to treat all ILL borrowed items with care and will be responsible for any damages. In case of lost or damaged ILL items, the replacement fee may be adjusted depending on the actual cost of the item and other charges billed by the library that owns the item. Other issues related to fees and fines are regulated according to partner libraries' Use Policies.

6.3. **Renewals.** Electronically delivered items cannot be renewed, but should be used under certain copyright regulations and requirements. (See Paragraph 7)
For physical items, many organizations will also set terms for renewal of materials. If renewal is available on an item, and a patron wishes to renew, the renewal should be requested no later than 3 business days prior to the expiration of the loan period. Renewal requests must be made to the ADA University Main Library either in person or by email.

Exception: If the lending library has indicated NO RENEWAL on the item label, the patron will not be able to renew the item.

Copyright and ILL Procedures

Paragraph 7. Legal base for copyright issues of ILL

7.1. All ILL requests are considered for copyright compliance before approval. ILL and Document Delivery reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. Submitting filled out and signed ILL request form implies that the patron's request complies with the copyright conditions as per his/her obligations under The Law on Copyright and Related Rights of the Republic of Azerbaijan (approved by the President of the Republic of Azerbaijan, June 5, 1996, No.115-IQ; as amended up to Law No.636-IVQD of April 30, 2013), which states:

“Article 18. Reprographic reproduction of works by libraries, archives and educational institutions

Reprographic reproduction of work without consent of author or other right holder and without paying author's name and of source of borrowing, without commercial purpose and to the extent justified by the intended purpose:

- a) for libraries and archives reprographic reproduction of lawfully published works in order to replace a lost, damaged or unusable specimens of a work; giving of specimens of works in order to replace a lost, damaged or unusable specimens at other libraries' or archives' foundations, provided that in ordinary condition buying of such specimens is not possible in another way;*
- b) reprographic reproduction in a single copy of lawfully published separate articles and other small works or excerpts from work, or other short excerpts from written works (except for computer programs) made upon natural persons request by libraries;*
- c) reprographic reproduction of lawfully published separate articles and other small works or short excerpts from written works for training at educational institutions.*

Article 19. Use of a Works for informational, scientific, educational and other purposes

The following shall be permitted without the consent of the author or other copyright holder and without paying the author's remuneration, but with mandatory indication of the author's name and of the source of borrowing:

- 1. the use of short excerpts in original or in translation as quotations from lawfully published works, also from newspapers and magazines to the extent justified by the intended purpose, in the form of press reviews for scientific, research, polemical, critical and informational purposes;*
- 2. the use of short excerpts from lawfully published works to the extent justified by the intended purpose, in publications, radio and broadcastings, sound and video recordings of an educational nature;*
- 3. the reproduction in newspapers, magazines and other periodicals or public performance of lawfully published articles on current economic, political, social and*

religious issues or broadcast works of the same nature, except for the cases prohibited by author or other copyright owner;

4. to reproduce, in order to present current events by means of photography or cinematography, broadcasting, cablecasting or other public communication of works seen or heard in the course of such events to the extent justified by the informational purpose. Nevertheless, the right of author to publish such works in collections shall remain in the force;

5. the reproduction in newspapers, magazines and other periodicals of open political speeches, views, addresses, lectures, thoughts in propaganda character and speeches made during court and other works of the same nature, or public communication thereof to the extent justified by an informational purpose. Nevertheless, the right of author to publish such works in collections shall remain in the force;

6. the reproduction of lawfully published works in Braille characters or other special means without commercial purpose (except for the works created especially for publication by such means).” (Extract from the [The Law on Copyright and Related Rights of the Republic of Azerbaijan, 1996](#), Chapter II, Article 18-19)

7.2. Requestors should comply with the ADA University Library’s related policy and procedures, and confirm that:

(a) They have not previously been supplied with a copy of the same material by the Library or any other Librarian;

(b) They will not use the copy except for research or private study, and will not supply a copy to any other person;

(c) To the best of their knowledge, no person with whom they work or study has made or intends to make, at or about the same time the request for substantially the same material for substantially the same purpose.

7.3. It is the responsibility of the requestor to comply with the copyright law and sign copyright declaration form, attached to ILL request form. He/she understands that if the declaration is false in a material particular the copy supplied to him/her will be an infringing copy and that he/she will be liable for this infringement of copyright.

More detailed information can be obtained by contacting the ADA University Main Library (Monday-Friday, 9am-6pm):

- Tel: (+994 12) 437 3235 / ext.411; 216
(+994 50) 243 1220
- Email: askalibrarian@ada.edu.az
circulationdesk@ada.edu.az