

Interlibrary Loan Policy

POLICIES THAT APPLY TO ALL BORROWERS:

Before submitting an ILL request, please check our Library Catalog and Journal Locator to verify that we do not own the title.

Borrowing Limitations: Borrowing of items available at the Arthur A. Houghton, Jr. Library or textbooks currently in use for the semester and on the SUNY CCC Bookstore list will not be allowed.

Any type of library material may be requested. However, many libraries will not lend rare or expensive items, reference books, dissertations, theses, audiovisual items, books published in the current year, unique items which would be difficult or impossible to replace, fragile items, entire issues or volumes of journals, and microfilm/microform.

Loan Charges: The Arthur A. Houghton, Jr. Library does not charge for interlibrary loan services and attempts not to borrow from institutions which do charge. If an item is only available for a fee, that fee will normally be paid by the borrower who will be notified in advance. Faculty may arrange to pay fees through division budgets.

Return of Materials: Borrowing through interlibrary loan is a privilege and items must be returned on time. If an item is overdue, the patron will be responsible for fines billed by the lending library. Repeated failure to return materials will result in the loss of borrowing privileges.

Renewals: Renewal of borrowed materials is often possible, but requests for renewals must be made before the due date.

POLICIES FOR SPECIFIC CATEGORIES OF BORROWERS:

SUNY Corning Community College Students, Faculty and Staff: All members of the College community are expected to adhere to the policies stated above. The librarians reserve the right to limit requests, depending on the extent of the library's own collection, time of year, and number of items requested.

Community Borrowers: Local users are encouraged to use the services of the local public libraries; however, borrowing privileges are frequently provided as a community service to individuals who have research needs beyond the resources of area libraries. Community borrowers can borrow up to two items.

Questions: Please phone (607) 962-9251 or email ill@corning-cc.edu