

LILRC RESEARCH LOAN PROGRAM

Guidelines for Referring Libraries

1. Conduct reference interview to ascertain the research needs of the patron. Try to locate the material needed at the home library, another local library, or a public library system (co-)central library, before making a referral to a Research Loan Program library.
2. Referrals should be as specific as possible, while still allowing for the serendipitous nature of browsing to identify additional materials needed.
3. Referral must include at least one title and call number of relevant item from the lending institution's online catalog.
4. Refer only patrons in good standing. Patrons who have a history of overdue, damaged or lost books at the home library should not receive RLP privileges.
5. RLP card is valid for one month.
6. Inform patron that materials borrowed through the Research Loan Program are subject to the borrowing conditions at the lending institution. Patron is responsible for ascertaining the conditions and abiding by them.
 - Loan period generally three-four weeks, may not allow renewals
 - Fines generally stiffer than at public libraries
 - Fees for lost items generally replacement cost, may include administrative or other fees
 - Immediate recall items needed at home institution are subject to immediate recall
7. Urge patrons to return all RLP materials on time. RLP privileges will be revoked for patrons who do not respond promptly to recalls, who do not return materials on time, or who damage or lose borrowed materials.
8. Explain to patron that licensed online research databases will probably not be available to RLP patrons at RLP libraries because of licensing restrictions.
9. Research Loan Program is not intended to cover entire classes of students. A teacher seeking a group referral should be told to contact the director of the academic library to make the necessary arrangements.

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Guidelines for Supplying Libraries

1. Instruct all staff on duty on procedures for honoring RLP referrals
2. Pursue overdue materials promptly (within first month) and send LILRC a copy of all overdue notices sent to patron.
3. If materials are not returned within six months, send LILRC an invoice for missing items.

LILRC will notify referring library of any patron delinquencies under the Research Loan Program.

After six months, LILRC will pay invoice of supplying library, and bill the home library.

Home library is expected to pay invoice promptly, while trying to collect from patron.

Rev. 5/15/2003

LILRC RESEARCH LOAN PROGRAM

Guidelines for Users

We are pleased to welcome you to the Research Loan Program (RLP).

Your library is a member of the Long Island Library Resources Council (LILRC), an organization of libraries of all types (public libraries and library systems, school library systems, academic, hospital and special libraries) in Nassau and Suffolk counties.

As a member of LILRC, your library has elected to participate in the Research Loan Program, which enables you to borrow materials directly from other participating libraries when necessary for your research. The librarian will explain the program to you and provide you with the necessary forms. The librarian will help you search the online catalogs of academic and other libraries to determine which library has the material you need.

Use of RLP is a privilege available to responsible library users, as determined by the home library. The RLP card is valid for one month. When you are issued an RLP card you are expected to comply with the rules of the library you are using; please become familiar with those policies.

Be sure to observe the date due and return materials promptly to the library from which you borrowed them. Some libraries send overdue notices, but these are only a courtesy. You are responsible for returning materials on time, and you are responsible for paying any fines you incur. Many academic libraries impose stiffer fines and replacement fees than do public libraries.

Occasionally, you may receive a recall notice. This means the library needs the material for another user. Be sure to return the item(s) promptly. Here, too, you may find yourself responsible for paying heavy fines for noncompliance.

In most cases, you will be able to borrow circulating materials in all subject fields. Academic libraries require that you supply a sample author and title from their online catalog of the type of material you are seeking. Your librarian can help you find this information. Occasionally, public use of a library may be restricted; in those cases, only certain subject areas are available to RLP users. Ask your librarian to call first to determine if this is this case.

You are expected to pay any fines or fees you incur as a user of the library to which you are being referred. If your record is unsatisfactory, your RLP privileges will be withdrawn and your status at your home library will be jeopardized.

We hope you enjoy the special privileges of RLP, the innovative program brought to you by LILRC and your library.

Rev. 10/1/2003