

NUMBER: RCAM 1.12
SECTION: Regional Campuses and Continuing Education
SUBJECT: Regional and Four-Year Campuses - Interlibrary Loan
DATE: February 1, 1995
REVISED: May 3, 2010
Policy for: Regional and Four-Year Campuses
Procedure for: Regional and Four-Year Campuses
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I. Policy

The policy of interlibrary loan allows any member of the USC academic community to borrow books or obtain photoduplicated materials from the Regional and Four-Year campus libraries and from the Columbia campus libraries.

II. Procedure

- A. Place requests with the local campus librarian, who will channel them to an Interlibrary Loan Librarian office at the appropriate library.
- B. Any item which ordinarily circulates is loaned, provided it is not in use, for a four-week period and may be renewed under the conditions applied to the lending library's users.
- C. Patrons may be charged for interlibrary loan copying, and the resulting funds will be deposited locally at each campus. With the exception of the University's School of Medicine Library and Law Library, there are no interlibrary loan charges among the libraries.
- D. When materials are not available on any of the USC campuses, the Interlibrary Loan staff will locate other sources for the request. The requesting librarian, governed by the South Carolina Interlibrary Loan Code and the National Interlibrary Loan Code, will determine the appropriateness of requesting the material from other sources.

III. Reason for Revision

Policy organization, content, and accuracy reviewed in March 2010; no substantive revisions required.