

Created by: MOBIUS Access Advisory Group
Approved: MOBIUS Access Advisory Group; N/A
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Purpose of the policy: To inform users of the three methods of lending materials among institutions.

Background: MOBIUS members have three methods of lending materials among institutions. These methods are direct patron borrowing through the MOBIUS union catalog, the visiting patron option of direct patron borrowing, and traditional interlibrary loan.

Methods of Borrowing:

1. DIRECT PATRON BORROWING

Direct patron borrowing allows patrons to place online requests for materials in the MOBIUS union catalog and the system determines where to direct the request. Patrons do have the option to request materials from particular institutions, and with the Pick-Up-Anywhere option to specify particular locations where they may claim their requested materials. Direct patron borrowing in the MOBIUS union catalog is limited to returnable items. MOBIUS members will not charge each other for direct patron borrowing within the MOBIUS union catalog and there will be no MOBIUS imposed limits on the number of requests that a patron can initiate. The MOBIUS Access Advisory Group will monitor the lending statistics and adjust the request balancing table to spread the load as evenly as possible.

2. VISITING PATRON OPTION

The Visiting Patron option of MOBIUS direct patron borrowing allows a patron to visit another MOBIUS institution and check out materials. **The Visiting Patron option will not be activated for standalone institutions.** The INN-Reach system verifies the patron in his local cluster patron file. Borrowing using the Visiting Patron option falls outside the load leveling capabilities of the system. If a library feels the patrons of another MOBIUS library are abusing this privilege, it should contact the library to resolve the problem. The visiting patron must be able to present a current, valid ID card from their home institution. If an institution does not provide their students or faculty with picture IDs, the visiting patron must be able to show some other form of picture ID, such as a driver's license, upon request. Materials cannot be checked out to anyone who cannot present their ID card. Use Visiting Patron ID examples and special notes to aid in entering correct number format located at:

<http://mobiusconsortium.org/node/5299>

3. TRADITIONAL INTERLIBRARY LOAN

Traditional interlibrary loan is available to all MOBIUS members and covers both returnables and non-returnables. **MOBIUS members will not charge each other for these traditional interlibrary loan transactions.** Libraries are encouraged to implement OCLC custom holdings with all MOBIUS OCLC members as one custom holdings group to balance the load. If a MOBIUS library feels that another library is making unreasonable requests, it should contact the library to resolve the problem. Libraries should use electronic transmission of articles whenever possible. If shipment via electronic transmission is not possible and a MOBIUS courier pouch is used to send an article or a book, then that item should be clearly marked, "Attention: Interlibrary Loan Department." Borrowing libraries will be responsible for copyright compliance on requests for photocopies.

LOCAL LIMITS

Each library determines whether it wants to limit the number of traditional interlibrary loan or patron initiated requests its patrons can make. Limits on patron initiated requests (both through the system and using the visiting patron option) are handled by the loan rules in the local cluster system.

OVERRIDES

MOBIUS INN-Reach loan rules are not to be overridden to give longer loan periods or to allow more than the standard two renewals. Library staff are not exempt and should not be overriding for themselves or others unless they have obtained express permission from the owning library. MOBIUS INN-Reach loans are made for 21 days, and two renewals of 21 days are permitted. Do not check-in and then check-out in an attempt to circumvent this policy. This can result in the item being overdue at the owning library and appearing on the Returned Too Long problem report, even though the transaction seems to be valid on the patron's local system.

RESPONSIBILITY FOR LOST OR DAMAGED MATERIALS

The patron's home library is responsible for any books provided by another MOBIUS member institution until they are received by the lending library. The patron's home library is responsible for collecting any fees and reimbursing the lending library for lost or damaged materials. The lost or damaged book fee is \$100 plus a billing/processing fee of \$20. Each member library is encouraged to resolve billed items at the lowest possible level as soon as practical, but not later than 6 months from the billing date.

STATISTICS

Statistics will be kept for direct/visiting patron borrowing and for traditional ILL. These statistics will be used as part of a review of this policy which the MOBIUS Access Advisory Group will conduct annually in the fourth quarter of each calendar year. The results of the review will be presented to the **MOBIUS Membership**.

Compliance: N/A

Forms: N/A

Related documents: N/A