INTER-LIBRARY LOANS

1. PURPOSE

- Interlibrary Loans and Document Supply serves to support the teaching, learning, research, projects and work activities of the University by enhancing library information resources through provision of access to resources not held in any TUT library.
- Supply information resources to other libraries
- The service follows a resource sharing model that allows libraries to manage their relationships with their resource sharing partners, both nationally and internationally
- The electronic purchasing of journal articles shall only be made in cases where information resources are not obtainable from: TUT libraries, non TUT Libraries in South Africa and internationally or from TUT LIS online databases.

2. INFORMATION RESOURCES OBTAINED FROM OTHER LIBRARIES

- Books; dissertations; journal articles; conference papers; reports, government documents and newspaper articles

3. INFORMATION RESOURCES NOT AVAILABLE THROUGH INTER-LIBRARY LOANS

- Complete issues of magazines and journals; reference books; materials in reserve collection and audio-visual material

4. WHERE ARE INFORMATION RESOURCES OBTAINED FROM?

- Nationally and Internationally

5. WHO CAN USE THE SERVICE?

- Tshwane University of Technology staff members, researchers and post-graduate students

6. WAITING PERIOD

- Depends on the availability of the material and the nearest lending library
- If the item is not available nationally it is requested internationally
- Clients are always notified about the progress of their requests
7. DELIVERY METHODS

- Electronic delivery of journal articles (Ariel); courier service through the National library of South Africa and postal services

8. LOAN PERIOD

- Six weeks
- Renewals can be requested but are granted at the discretion of the lending library
- Clients are requested to contact the ILL office 3 days before the loan period expires
- Journal articles are not returnable

9. REPLACEMENT COSTS

- The cost of replacing damaged or lost books is charged by the supplying library
- The client will be responsible for the payment

10. HOW TO SUBMIT REQUESTS

- Consult Information Librarians before using the service
- Check TUT library catalogue and Online Databases
- Printed requests forms are available at the Inter-Library Loans office

11. RETURN OF INFORMATION RESOURCES

- LIS clients must return borrowed information resources on or before the loan period expires
- LIS clients must return borrowed information resources at the ILL office of the library that handled the Inter-library loans transaction

11. BORROWING CONDITIONS

- LIS clients are not allowed to collect borrowed information resources from the supplying libraries themselves
- Users will be held responsible for information resources that were requested but not collected
- Abuse of the ILL service shall result in the total suspension of the service and blacklisting by other libraries
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