

NMIT Library Interloan Policy

Statement of Purpose

The New Zealand Interloan Scheme, jointly administered by LIANZA and the National Library of New Zealand, is a national resource sharing cooperative for libraries wishing to share their collection resources in order to enhance access to information for the benefit of their customers/clients and the people of New Zealand.

The Scope of Interloan

- I. A library should not rely on borrowing resources which it could reasonably be expected to purchase itself.
- II. Libraries supplying resources may charge for that service.
- III. Every library has the right to refuse to lend an item.

Membership of Interloan

NMIT is a charter member of the Interloan scheme and as such agrees to the following requirements:

a. As Supplier

- I. to report holdings to the National Union Catalogue (as currently represented by Te Puna)
- II. to supply/lend collection materials wherever possible
- III. to comply with s.50-56C and all other relevant sections of the Copyright Act 1994
- IV. to meet a turnaround time for the majority of incoming requests of dispatch within 72 hours (3 working days) or, if this is not possible, respond to the requesting library within 48 hours (2 working days) of receipt of a request.

b. As Requester

- I. to take due care and responsibility for all items borrowed
- II. to return or renew items by the due date
- III. to pay all charges levied by the supplying library in the form and timeframe required by the supplying library
- IV. to provide the Interloan Billing Scheme with contact, GST and other details necessary for billing purposes, and pay IBS invoices by direct debit on the date specified.

NMIT Services to Interloan Libraries

- I. NMIT will supply free of charge to reciprocal libraries. This includes those libraries in the National Reciprocal Group, as well as any other library with which NMIT has a negotiated reciprocal non-charging agreement.
- II. For non-reciprocal libraries, the following charges will apply:

Library	Loans	Copies
NZ - IBS	\$14.00 NZD	\$14.00 NZD
NZ Non-IBS	\$14.00 NZD + \$15 admin fee	\$14.00 NZD + \$15 admin fee
International (excl Australia)	\$40.00 USD	\$20.00 USD
Australian	\$30.00 NZD	\$30.00 NZD

NMIT does NOT supply the following:

- Restricted Loan items
- Not for Loan items
- e-resources sourced via databases to which NMIT subscribes
- eBooks in their entirety (we may be able to supply a portion, e.g. a single chapter)

Services to NMIT Students

- I. Students are entitled to three Interloans per assignment, this includes both books and periodical articles. More than this may be negotiated at the discretion of the Library Resources Manager, in liaison with course tutor.
- II. It is essential that the requester provides complete and accurate information when submitting a request. Requests should be listed in order of priority.
- III. Where an item is freely available electronically, a link to this will be provided, rather than access to an inter-loan hard copy.
- IV. The Library will endeavour to fill student requests free of charge from Libraries with which NMIT has negotiated a reciprocal non-charging agreement.
- V. Items that have to be borrowed from a Library which charges for its service will only be actioned with the permission of the requester. The cost of the request will be passed on to the student.
- VI. Students will be required to pay the replacement cost of any items borrowed on Interloan that are lost or damaged.

- VII. Students enrolled on courses offered by other institutions should use the Interloan and lending services provided by that institution.

Services to NMIT Staff

- I. There is no charge for staff Interloans relating to the curriculum or research. Interloans can be provided for personal interest or study but if costs are incurred, these will be passed to the borrower.
- II. It is essential that the requester provides complete and accurate information when submitting a request. Requests should be listed in order of priority.
- III. Staff will be required to pay the replacement cost of any items borrowed on Interloan that are lost or damaged.

Standards for NMIT staff

- I. NMIT Interloan staff will endeavour to process all requests for resources within 72 hours (3 working days) on receipt of the request.
- II. Requests will be processed in the order they are received.
- III. While Interloan staff make every effort to promptly obtain requests they cannot take responsibility for delivery of resources or the service at other libraries.