

Interlibrary Loan Policy

The Interlibrary Loan (ILL) services of Murphy Memorial Library are available to library patrons as described below. The policy distinguishes between the category of Distance Education (DE) students and the category of resident students and staff. All ILL services are subject to the restrictions of copyright and the Library reserves the right not to fulfill an ILL request if, in its judgment, it would violate copyright. This policy gives the general guidelines of ILL services, that which operates in most instances. The Library reserves the right to suspend or modify these guidelines if it deems it necessary in any specific case.

Resident, on-campus or local students and staff

A patron of the Library qualifies for the Interlibrary Loan (ILL) services of the Library as a resident, on-campus student if currently enrolled in the Graduate School or Seminary and living closer than 30 minutes' drive from campus. Current faculty and staff are eligible for ILL services. ILL services will be extended to undergraduate students at the discretion of the library staff.

The ILL services of the library for these patrons include the following:

1. Obtain copies of books from other libraries for pickup at the Library.
2. Obtain copies of articles from other libraries for pickup at the Library.

Important note: It is expected that resident patrons will consult other sources before making use of the Library's ILL services. Please review the following sources available to resident patrons before contacting the Library. The Library will not fulfill any request for an item that is available through a library in Lackawanna County.

- A. On-line databases – Many full text articles are available on-line through our website at http://www.bbc.edu/library/online_references.asp.
- B. NPLN (Northeastern Pennsylvania Library Network – www.npln.org) – Baptist Bible College has an agreement with other libraries in Northeastern Pennsylvania which allows students to utilize materials in other member libraries without cost. As a BBC&S student, you have borrowing privileges at these libraries. In some cases, a Lackawanna County library card is more effective in securing borrowing privileges at NPLN libraries than a BBC ID card.
- C. Public libraries offer interlibrary loans at no charge. Make use of their ILL services.

If you are not able to find necessary materials by utilizing the preceding sources, please e-mail jsteckiel@bbc.edu with the bibliographical information for the resources you need. Don't wait until the

last minute to make your request! Please allow a minimum of two weeks for the Library to receive articles and hold them for you to pick up.

Distance Education students

A patron of the Library qualifies for the Interlibrary Loan (ILL) services of the Library as a non-resident, Distance Education student if currently enrolled in an online class or program of the College, Graduate School, or Seminary. DE students who are residents of Lackawanna County may be asked to pick up material in person at the library rather than receive it by mail.

The ILL services of the library for these patrons include the following:

1. Copy and mail articles which are owned by our library and not available on-line. The Library reserves the right to limit the number of pages copied.
2. Obtain copies of articles from other libraries and mail them to your home.
3. Fax or mail articles or portions of a book owned by the library.
4. Mail books from our library collection to you, as long as the books are not required reading for all students in the class or on reserve for another class. Students will be responsible for the shipping charge to return all books. Please keep in mind that it is not possible for BBC staff to borrow a book from another library and then mail it to you.

Important note: It is expected that DE students will consult all other sources before making use of the Library's ILL services. Please exhaust the following sources available to non-resident patrons before contacting the Library.

- A. BBC&S Library – If you can arrange to be on campus, please allow time to stop in and use library resources at your convenience.
- B. On-line databases – Many full text articles are available on-line through our website at http://www.bbc.edu/library/online_references.asp. Please see the library's On-line References Databases handout for more information on accessing these articles.
- C. Local college and public libraries holdings – Local college libraries will have many resources available. Search www.worldcat.org and type in your zip code to find both public and college libraries near you which own what you need. You may be able to obtain a borrower's card for local libraries; if not, you may use available resources on site.
- D. SEPTLA (Southeastern Pennsylvania Theological Library Association – www.septla.org) – BBC&S has an agreement with libraries in southeastern Pennsylvania and New Jersey which allows students to utilize materials in other member libraries without cost. Participating libraries are listed and shown on maps at <http://library.lts.org/septla/locmaps.html>. Most SEPTLA libraries have a link from that

website which enables you to check their catalog from home. As a BBC&S student, you have borrowing privileges at these libraries.

E. Public libraries offer interlibrary loans at no charge. Make use of their ILL services.

If you are not able to find necessary materials by utilizing the preceding sources, please e-mail jsteckiel@bbc.edu with the bibliographical information for the resources you need. Don't wait until the last minute to make your request! Please allow a minimum of two weeks for the Library to receive articles and mail them on to you.

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