## Common Access Policy for Shared Print in Place Resources

February 8, 2011

This policy governs access to Shared Print in Place collections by library users and other commercial and non-profit organizations.

Changes to this policy are made by HOPS in consultation with the Collection Development Committee and CDL Shared Print.

For Shared Print resources supplied across library service desks or by document delivery services, local circulation policies apply, unless otherwise indicated below.

For Shared Print resources supplied via interlibrary loan (ILL), this policy complies with the following codes:

* UC Interlibrary Loan Code

[http://libraries.universityofcalifornia.edu/rsc/iag/manual/parta.htm]

* Interlibrary Loan Code for the United States

[http://www.ala.org/Template.cfm?Section=InterLibrary\_Loan&template=/ContentManagement/ContentDisplay.cfm&ContentID=31579]

* IFLA Guidelines for Best Practices In Interlibrary Loan and Document Delivery

[http://www.ifla.org.sg/VI/2/p3/Guidelines\_ILDD-en.htm]

**Accessibility of Shared Print resources:**

1. Library users may access Shared Print materials in person, by document delivery services, or by Interlibrary Loan.
2. Shared print materials are accessible to organizations ascribing to the Interlibrary Loan Code of the United States or the IFLA Guidelines for Best Practices in Interlibrary Loan and Document Delivery.
3. Shared Print materials are accessible to other commercial and non-profit organizations with which the libraries are collaboratively or contractually engaged.
4. Shared Print materials may not be placed on course reserves.

**Delivery of Shared Print resources:**

1. Each library should be as liberal as possible in making materials available to library users.
2. Duration of loans. For materials supplied across library service desks or by document delivery services, the local circulation loan policy applies. For materials supplied via ILL, the loan periods shall conform to the lending library’s ILL protocol.
3. Shared print journal volumes held in place shall be delivered according to the standard hierarchy of access to journal volumes or unbound issues among the RLFs and campus ILL centers:

1) direct user to the online resource;

2) provide electronic document delivery (including color scans when appropriate);

3) provide photocopies; and

4) loan the issue or volume.

1. Portions of materials may be copied, in conformance with U.S. Copyright fair use provisions, and delivered by mail, fax, or digital formats.
2. In the case of multiple copies of a single title, the Shared Print copy shall be loaned first.

**Liability for Damage or Loss for Interlibrary Loan materials:**

1. The safety of the borrowed material is the responsibility of the requesting institution from the time the material leaves the supplying library until it is received by the supplying library. If damage or loss occurs, the requesting institution must meet all costs of repair or replacement in accordance with the preferences of the supplying library.