



Bellevue College Interlibrary Loan Guidelines

Interlibrary loan is a primary service that supports the mission of fostering connections, discovery, and research at the Bellevue College Library. The purpose of this service is to aid in the mission of supporting teaching, learning and research for Bellevue College students, faculty, and staff by providing enhanced access to materials not available through the physical and electronic collections of Bellevue College. The Bellevue College Library further supports pluralism and collaboration between libraries by lending materials at the local, state & national level.

The copyright law of the United States ([Title 17, United States Code](#)) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “[fair use](#),” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept an ILL request if, in its judgment, fulfillment of the order would involve violation of copyright law.



Interlibrary Loan Information for Bellevue College Students, Staff & Faculty

Requesting an Item for Interlibrary Loan

Students, faculty, and staff can request an item for interlibrary loan through the online [Interlibrary Loan Request form](#). Requests for books, articles and chapters are accepted. For fastest fulfillment, full citation information, date needed by, and other identifying information must be supplied via the online form. Interlibrary loan of physical items such as books can take up to 1-2 weeks depending on the lending location. Article and chapter requests can take anywhere from 1-7 days.

Materials Eligible for Borrowing

Books, articles and chapter requests can be borrowed by all Bellevue College staff, faculty and students.

Materials Not Eligible for Borrowing

Books owned by the Bellevue College Library that are temporarily in use and materials intended for reserve will not be obtained through interlibrary loan. Microfilm is not eligible for lending. Media such as DVD, CD may not be borrowed. Exceptions may be made on a case-by-case basis at the discretion of library staff, and the lending institution.

Loan Periods

Interlibrary loan materials have a 3-week loan period, unless otherwise authorized by the lending institution, and may be eligible for renewal. Special conditions imposed by lending libraries regarding the use of materials, such as “In Library Use Only,” “No Renewals,” or “No Photocopying,” are observed.



Renewal

Interlibrary Loan items loaned to BC Library may be renewed for an additional period at the discretion of the primary lending institution. To request a renewal of interlibrary loan materials, email:

interlibraryloan@bellevuecollege.edu.

Returning an Interlibrary Loan

All materials borrowed through the Bellevue College Interlibrary loan service are to be returned to the Bellevue College Library in D-126.

Service & Replacement of Lost & Damaged Items

Students, faculty, and staff borrowing interlibrary loan materials are responsible for the replacement of lost and damaged materials. Interlibrary loan items are ineligible for physical item replacement. The replacement cost of lost and damaged items is assessed by the lending library and will be forwarded to BC staff for billing. Lost and damaged fees must be resolved before checking out any additional interlibrary loan materials.

Lender Fees & Charges

While the library strives to provide free or low-cost lending options, some materials may be subject to fees from the lending institution. In these rare instances, the requestor is responsible for the cost of fees over \$5.00. Payments can be made in person at the Bellevue College Library and must be paid prior to the check-out of the loaned material.

Lending Information

Address:

Bellevue College Library - Interlibrary Loan
3000 Landerholm Circle SE
Bellevue, WA 98007 US

Telephone: (425)564-3059



Information for Interlibrary Loan Institutions Outside of Bellevue College

Email: interlibraryloan@bellevuecollege.edu

OCLC: ZY8

Member Groups: LVIS, ORBISCASCADE ALLIANCE COURIER, NORTHWEST GAC PROG, OCLC WESTERN UNION LIST GROUP.

FOR ORBISCASCADE ALLIANCE MEMBERS ONLY:

Courier Drop Site Name: Eastern Washington University/Bellevue College

Courier Drop Site Code: BCC

Lending to Other Institutions

We lend materials free of cost to all lenders.

Lending Requests are primarily accepted via WorldShare OCLC, but may be made via phone, email, and mail. Rush requests are accommodated as time and staffing permit.

The library responds to all incoming requests within 3-5 business days. All loaned materials have a 4 week check out period and are eligible for one additional renewal of 4 weeks. All renewal requests should be made within three days of the original due date.

Materials Eligible for Lending

Materials eligible for lending include books & periodical articles. Audiovisual materials and other media, as well as reference, reserve, newspaper, and non-circulating materials are not eligible for interlibrary loan lending. Exceptions will be made on a case-by-case basis. To inquire about lending material eligibility, email interlibraryloan@bellevuecollege.edu.



Materials Not Eligible for Lending

Bellevue College Interlibrary loan is unable to lend periodicals, newspapers, and reference titles, but may be able to provide digital or physical copies within the scope of sections [107 \(Fair use\)](#) and [108 \(Reproduction by libraries and archives\)](#) of the [US Copyright Code](#). Audiovisual materials such as DVDs, CDs, VHS, or CD-ROMs are not available for loan.

Exceptions may be made on a case-by-case basis.

Shipping Instructions

Bellevue College Library honors the delivery method of borrowing institutions as indicated in OCLC. Returnable materials may be shipped by FedEx, UPS, USPS or OrbisCascade Courier. Nonreturnable items such as article requests are submitted through Article Exchange unless otherwise requested.

Loan Periods

Books have a 4-week loan period and may be eligible for renewal.

Renewal

Interlibrary Loan items Loaned by BC Library may be renewed for an additional period of 4-weeks.

Fees & Charges

Bellevue College Interlibrary Loan Lending strives to provide free lending to all borrowing institutions within the continental U.S. We do not charge postage and overdue fees to borrowing institutions.

Service & Replacement of Lost & Damaged Items

Borrowing libraries are held responsible for damaged items and for lost materials that are not returned. Please contact staff at interlibraryloan@bellevuecollege.edu for replacement inquiries.



Copyright Compliance

The conditions of interlibrary loan services at Bellevue college are informed by the [Interlibrary Loan Code of the United States](#), Copyright Law of the United States ([Title 17,USC](#)), and the [CONTU Guidelines](#) (1979) as well as Copyright and the Right of Fair Use ([BC Policy 3600](#)) and other relevant standards in the field.

Libraries requesting from Bellevue College Library are responsible for compliance and are expected to abide by U.S. copyright law ([Title 17, USC](#)), with special attention to the provisions of sections 107 (Fair use) and [108 \(Reproduction by libraries and archives\)](#).