

Interlending guidelines

Union catalogues.

The ABTAPL website (www.abtapl.org.uk) hosts union catalogues of both journal titles and of books.

The journal list is found under "union list" and is an A-Z index of titles taken by contributing libraries giving years held.

The book catalogue can be found under "links" and "Theological Heritage User Group". It consists of the merged catalogues of seven theological college libraries who all use the Heritage software. A simple search will result in a catalogue entry showing the names of libraries who hold a particular item. The library details can be found on the ABTAPL database, also on the website.

Requests will be satisfied at the discretion of each individual library. Many libraries decline to lend periodicals, reference books, non-book materials, old or valuable stock, or material which is constantly in demand by a library's own users. Photocopies of this type of material may be supplied, subject to copyright law and again at the discretion of the individual libraries.

Procedures for requesting libraries

Requests may be received by e-mail, post, phone or fax. As many details as possible should be given, and it is helpful if some indication of importance is included e.g. should it be sent first class, second class or faxed.

Libraries may not ask several libraries for the same item simultaneously.

The requesting library should ensure that any item loaned is well cared for and returned promptly. If an item is lost or damaged it should be replaced or paid for. If a photocopy is supplied the declaration should be signed and returned.

Procedures for supplying libraries

Libraries receiving requests should endeavour to deal with them as quickly as possible, the standard aim being to deal with them the day they are received.

Loans

If the item cannot be supplied because it is not in stock or missing, because it is on loan to another reader or because the library declines to lend it, a response should be made straight away to allow the requesting library to source the material elsewhere. If the item is on loan it is helpful to indicate a willingness to reserve and give a date on which it is expected back. If the library declines to lend the item it would be helpful to state whether the requesting reader may travel to consult it in the holding library.

Some books may be lent for use in the requesting library on the understanding that they are not removed from that library i.e. not for home borrowing.

The loan period is at the discretion of the lending library but should be clearly stated. Requests to extend the loan should normally be granted unless the item is in demand.

When sending out a book it is helpful to include a return address label.

Cost:

The cost of a loan varies depending on the status of the requesting library.

THUG contributors - postage only charged with a minimum charge of £2

ABTAPL members - £2 per item loaned plus postage

Other libraries - £4 per item loaned plus postage

Individuals - this is entirely at the discretion of the lending library

Photocopies

Photocopying should always comply with copyright regulations. A declaration should be sent to the requesting library for a personal signature by the person making the request and returned to the supplying library. There is a sample form on the ABTAPL website.

Cost:

It contravenes copyright law to supply a photocopy free of charge.

As a guideline a charge of 20p per page plus postage should be charged.

This includes VAT at 17.5% for VAT registered libraries.

Payment

For larger amounts an invoice should be sent out with the loan/photocopy (or shortly afterwards if it is raised by a finance department) and payment should be made straightaway. For small amounts stamps are acceptable. Alternatively, if both requesting and supplying libraries are registered with the British Library Document Supply Centre, the details of the transaction can be entered at <http://www.bl.uk/services/document/reimburse1.html> and the supplying library will be credited.