

## NETWORK OF ALABAMA ACADEMIC LIBRARIES

### RESOURCE SHARING PROGRAM

The Network of Alabama Academic Libraries (NAAL) Resource Sharing Program promotes interlibrary lending among NAAL member institutions and among academic libraries and Alabama public libraries. The Program is governed by the policy, "Interlibrary Loan Program" adopted by the NAAL Advisory Council.

### POLICY

The Network of Alabama Academic Libraries seeks to enhance statewide access to library resources by encouraging interlibrary lending of materials among NAAL members.

1. NAAL General Members participate in the Interlibrary Loan Program and make their library resources available for interlibrary loan under the same policies that they lend materials to their own users.
2. NAAL Cooperative Members participate in the Interlibrary Loan Program to the extent possible within their own policies.
3. SOLINET and DOCLINE interlibrary loan statistics are the source of data used to monitor the program. Only completed interlibrary loan transactions among NAAL general and cooperative members will be used in compiling data for the program. For monitoring purposes, the statistical reporting year ends June 30. NAAL subscribes to an OCLC Custom Report to obtain statistics for ILL using the OCLC ILL subsystem. Members send copies of their DOCLine reports to the NAAL office.
4. Participating members agree not to charge any handling fees, photocopy charges, or postage costs to other participating members. Participating members agree not to charge their students handling fees for interlibrary loan services.
5. NAAL members agree to handle interlibrary loan requests from other NAAL members on a priority basis.
6. NAAL members agree to exhaust in-state resources of NAAL members before borrowing from out-of-state institutions.
7. Each library agrees to use electronic transmission to provide photocopies used to fill interlibrary loan requests from the libraries in NAAL member institutions unless the quality of the photocopy is too poor to be transmitted. If a photocopy cannot be transmitted, each library will use First Class mail to send the photocopy. The ground-based courier paid by NAAL can be used to send such photocopies if they may be sent with a package or time is a critical factor. (See Note Below.)

*Note: The lending library determines if a photocopy can be transmitted electronically. If the quality of a photocopy is too poor to transmit, the text complex (small graphs, tables, indistinct photographs), or the number of pages too extensive, the lending library may elect to send the item via First Class mail at its own expense.*

The Advisory Council of the Network of Alabama Academic Libraries will review the Interlibrary Loan Program annually and make changes, if needed, for each fiscal year.

Adopted by the Advisory Council of the Network of Alabama Academic Libraries on October 22, 1985 and amended July 22, 1986; October 27, 1987; September 28, 1988; August 2, 1989; July 18, 1990; October 26, 1995; August 28, 1996; November 5, 1997; October 29, 1998.

## STATISTICS

Statistics for transactions among NAAL members are compiled from the OCLC Custom Report obtained by NAAL from OCLC and the DOCLine reports provided to the health sciences libraries.

**OCLC:** NAAL contracts for a custom report of statistics for ILL transactions on the OCLC ILL subsystem. The reporting period is for July 1 through June 30 each year. These data are used to monitor the Resource Sharing Program.

Be sure to update promptly on OCLC, including records for periodical requests filled with photocopies. Records left on OCLC without being updated are removed automatically after several weeks. When OCLC removes records, neither the lending nor the borrowing library receives credit.

Each NAAL general and cooperative member should put "NAAL Member" in the OCLC Online Borrowing Notes.

**DOCLINE:** These reports provide data for ILL transactions between the health sciences libraries in NAAL institutions. Statistics for requests filled through DOCLine are compiled from the quarterly DOCLine reports. The quarterly reports for July through June should be sent to the NAAL office by July 20 of each year.

## CHARGES

NAAL members do not charge handling fees or bill photocopy charges, postage or insurance costs, or other miscellaneous charges to other NAAL members providing ILL for their authorized users.

NAAL members do not charge their own users handling fees for initiating an interlibrary loan request.

NAAL members may bill charges from non-NAAL members to their own users.

Charges to provide ILL items to other NAAL members providing materials as part of a fee-based ILL service are outside the policies of the NAAL.

## ELECTRONIC DOCUMENT DELIVERY

ALL NAAL general and cooperative members transmit electronic copies of photocopies used to fill interlibrary loan requests from other NAAL members. The **ONLY** exception to transmitting photocopies electronically is if the quality of the photocopy or the nature of the contents (very small charts, graphs, etc.) is too poor to be transmitted. The **LENDING** library will determine whether or not the text or copy can be transmitted electronically.

Borrowing libraries should not ask a lending library to send photocopies via the ground-based courier delivery service if they can be transmitted electronically. According to NAAL policy, the lending library must send the item electronically if possible.

**ARIEL DOCUMENT DELIVERY WORKSTATIONS:** Almost all academic libraries in NAAL have installed Ariel Document Delivery Workstations.

OCLC Symbol	Name of Institution/Library	ARIEL IP Address
AAA	Auburn University	131.204.73.106
AAM	Auburn University at Montgomery	199.80.12.32
AAR	Alabama Department. of Archives and History	No Ariel Workstation
AAU	Air University, Maxwell Air Force Base	No Ariel Workstation
ABB	Birmingham-Southern College	137.220.15.209
ABC	University of Alabama at Birmingham Mervyn H. Sterne Library	138.26.19.89
ABF	Samford University Harwell G. Davis Library	199.20.18.121
ABH	University of Alabama at Birmingham Lister Hill Library for the Health Sciences	138.26.152.57
ABJ	Birmingham Public Library	No Ariel Workstation
ACB	University of South Alabama Biomedical Library	192.245.224.107
ACM	University of South Alabama University Library	192.245.224.107
ADA	Troy State University	192.245.165.248
AD@	Troy State University Montgomery	206.96.113.9
AJB	Jacksonville State University	205.174.54.13
AJS	Faulkner University, Law Library	No Ariel Workstation
ALE	The University of Alabama Health Sciences Library	130.160.242.59
ALM	The University of Alabama Amelia Gayle Gorgas Library	130.160.140.110
ALT	University of West Alabama	199.88.23.20
ALS	Supreme Court Library	No Ariel Workstation
AMN	University of Montevallo	204.29.98.7
AMU	Alabama State University	192.111.112.1
ANO	University of North Alabama	199.88.20.9
ASH	Spring Hill College	199.88.26.109
ASL	Alabama Public Library Service	No Ariel Workstation
ATB	Troy State University Dothan	209.192.17.9
AUF	U. S. Sports Academy	38.241.111.77
AUL	The University of Alabama Law Library	130.160.234.80
MBG	University of Mobile	Being installed
MWF	Redstone Scientific Information Center	136.205.92.150
MWR	University of Alabama in Huntsville	146.229.22.12
MWT	Alabama A&M University	199.20.29.189
MWW	Athens State University	216.109.27.34
MXE	Faulkner University, Gus Nichols Library	No Ariel Workstation
MXF	Marine Environmental Sciences Consortium	No Ariel Workstation
TUS	Tuskegee University	205.29.65.71

## **GROUND-BASED DOCUMENT DELIVERY SERVICE**

NAAL annually contracts with a commercial package delivery service to ship ILL packages between NAAL members. Also, all NAAL members have the capability to transmit documents electronically via telefacsimile or Ariel Document Delivery Workstations.

UPS provides ground-based delivery of interlibrary loan packages between NAAL members. If the library has problems with local UPS service, please contact the UPS representative. If the problem cannot be resolved by the local office, contact the NAAL office.

**BILLING:** NAAL UPS bills are sent to the NAAL office. There are occasional billing errors on the bills received by NAAL. Most of these are minor and can be easily resolved. If you encounter billing problems, contact the NAAL office.

**MISUSE OF THE NAAL-FUNDED DELIVERY SERVICE:** One recurring problem is use of the NAAL service for non-NAAL package delivery. To help prevent this:

1. Make sure everyone in the interlibrary loan department knows that the NAAL UPS delivery can be used **only** to send interlibrary loan items to other NAAL members.
2. Make sure that anyone who has access to the UPS delivery online system or forms (records of all packages sent) knows that this service is reserved for use by the interlibrary loan department.
3. Monitor UPS shipping records regularly to insure that only NAAL ILL packages are being sent. If the UPS shipping records list non-NAAL package shipments, send information about the shipment to the NAAL office.

**RECORD RETENTION:** UPS shipping records should be kept in the event the Resource Sharing Program is audited. The Examiner of Public Accounts has not defined a retention schedule, but the State of Alabama generally retains the current and three previous years.

**INSURANCE:** Each package shipped via UPS is insured automatically for \$100. You should add insurance (in increments of \$100) as needed to cover the value of the items shipped. A small fee is added to the shipping charges to pay insurance charges over \$100 and is billed to NAAL.

**DAILY PICK-UP:** Most NAAL libraries are designated as UPS daily pick-up sites. Libraries with low volume lending are designated as occasional shippers. These have NAAL UPS account numbers and may ship items from other campus UPS pick-up sites. They may also ship items using the NAAL account whenever they have a delivery of packages. These shipments will be billed to NAAL.

## **REQUESTS TO BORROW MATERIALS FROM THE ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY**

The Department of Archives and History normally does not lend materials. The Department is a cooperative member of NAAL, it does offer access for NAAL members to the historical state publications which are in its collection and microfilm copies of its Alabama newspapers.

The Department will accept NAAL interlibrary loan requests for Alabama state publications placed via OCLC (symbol AAR). Please note the following constraints on this program:

- State publications held by AAR are not cataloged on OCLC.
- AAR does not circulate original documents. Only a photocopy can be sent to the requesting library.
- AAR charges a small fee to recover the cost of photocopying the items.

### **State Publications: Procedure to Request**

1. All requests from NAAL members must be placed via OCLC.
  - a. NAAL members should make sure that "NAAL Member" appears in the request record.
  - b. The requesting library must create an OCLC blank request form to place the request because the items have not been cataloged on OCLC.
2. AAR does not circulate original items. Therefore, the request will be filled with a photocopy. A fee will be charged to recover the cost of the photocopy.
3. AAR, like all NAAL members, may decline a request. This will normally happen only if the publication cannot be photocopied due to format.

### **Alabama Newspapers: Procedure to Request**

The Department of Archives and History honors OCLC ILL requests for Alabama newspapers which it has microfilmed and cataloged into OCLC. These requests are covered by the NAAL Resource Sharing Program policy.