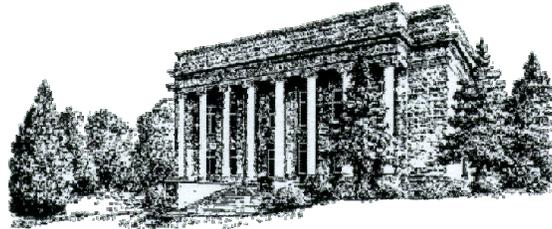


NORTH DAKOTA



STATE LIBRARY

**NETWORKING AND DOCUMENT
DELIVERY MANUAL
2003**

**604 East Boulevard Ave. - Dept. 250
Bismarck, ND 58505-0800**

**NDSL Web Page—<http://ndsl.lib.state.nd.us>
(701) 328-4622—1-800-472-2104**

TABLE OF CONTENTS

INTRODUCTION	1
HISTORY OF INTERLIBRARY LOAN IN NORTH DAKOTA	2
NETWORKING AND DOCUMENT DELIVERY CODE FOR NORTH DAKOTA LIBRARIES.....	5
SOURCES FOR INTERLIBRARY LOAN	9
SOURCES FOR INTERLIBRARY LOAN	10
THE INTERLIBRARY LOAN REQUESTS	14
NORTH DAKOTA INTERLIBRARY OCLC LOAN SYMBOLS	30
NORTH DAKOTA INTERLIBRARY ODIN LOAN SYMBOLS	32
DISTANCE EDUCATION	40
ELECTRONIC DOCUMENT DELIVERY.....	42
FULL-TEXT ONLINE RESOURCES	46
INTERLIBRARY LOAN STATISTICAL REPORTING.....	48
INTERLIBRARY LOAN STATISTICS	50
APPENDIX A: LIBRARY VISION 2010.....	53
APPENDIX B: NORTH DAKOTA CENTURY CODE	54
APPENDIX C: INTERLIBRARY LOAN CODE FOR THE UNITED STATES .	55
APPENDIX D: SUDOC CLASSES.....	56
APPENDIX E: THE DIGITAL MILLENNIUM COPYRIGHT ACT OF 1998....	58
APPENDIX F: DISTANCE EDUCATION AND THE DIGITAL MILLENNIUM COPYRIGHT ACT OF 1998.....	59
APPENDIX G: DISTANCE EDUCATION	61
APPENDIX H: GLOSSARY	62
APPENDIX I.....	68
INDEX	69

INTRODUCTION

This manual supersedes the 1999 Networking and Document Delivery Manual. It has been prepared to introduce the “North Dakota Networking and Document Delivery Code for North Dakota Libraries,” and to assist library staff in compliance with its provisions. In addition to information directly linked to code provisions, other materials to expedite the document delivery process within the state and beyond its borders have been included.

Librarians have cooperated for years in the North Dakota Network for Knowledge and Library Vision 2004, sharing their resources with citizens throughout the state through their local libraries. The intent of the North Dakota Networking and Document Delivery Code and this manual is to instruct librarians in the use of document delivery policies and procedures, and to make the resources of North Dakota libraries more readily available to all citizens of the state.

This manual and the code should assist each library in using available local resources effectively. When the needs of the library user cannot be met locally, this manual and code are intended to help make interlibrary loan transactions more timely and convenient for libraries and their users.

A strong document delivery network within a local, state, or regional jurisdiction, should be the primary source of document delivery materials for all libraries.

Document delivery service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public’s interest and should be encouraged. This code is intended to make adopting document delivery policies among those libraries as liberal and as easy to apply as possible. Document delivery should serve as an adjunct to, not a substitute for, collection development. When resources within the region have been exhausted, loan requests to more distant libraries should then conform to the provisions of the Interlibrary Loan Code for the United States, 2001.

When situations arise which are not covered in the manual or code, or when you need help in interpreting the code, please contact the North Dakota State Library at 1-800-472-2104.

The Networking and Document Delivery Manual can be accessed online from the North Dakota State Library home page at <http://ndsl.lib.state.nd.us/publications/illmanual.pdf>.

HISTORY
OF
INTERLIBRARY
LOAN
IN
NORTH DAKOTA

HISTORY

NETWORK FOR KNOWLEDGE (late 1960's and early 1970's)

When libraries were just beginning interlibrary loan, NETWORK FOR KNOWLEDGE was a phrase adopted by the participating libraries that agreed to share their resources free of charge. In these beginning years of interlibrary loan in North Dakota, most of the participating libraries loaned and borrowed considerably fewer items per year than today. The main concern of the participating libraries was for access to each other's collections. At that time, there was little concern about the number of interlibrary loans and cost because of the limited amount of interlibrary loan activity. Originally, public libraries receiving Library Services and Construction Act (LSCA) funds were required to participate in the NETWORK FOR KNOWLEDGE. The federal dollars were considered compensation for serving on a state-wide basis. Any other library not receiving LSCA funds could participate on a volunteer basis.

NETWORK FOR KNOWLEDGE (1991)

Problems and concerns through the years surfaced in light of increased interlibrary loan traffic. Improved technology increased the public's awareness of access to, and demands for resources around the state, nation, and world.

NETWORK FOR KNOWLEDGE is an interlibrary network that supports the information needs of all North Dakotans through resource sharing. Participating libraries joined together to contribute to the cultural, educational, health, and economic well being of North Dakota.

Criteria for membership in the North Dakota NETWORK FOR KNOWLEDGE were:

1. Any library in North Dakota could join. Libraries who received LSCA funds or State Aid to Public Libraries were required to join.
2. Libraries had to have their holdings listed in Online Dakota Information Network (ODIN), OCLC, PALS or Midwest Union Lists of Serials (MULS). (Exception: those libraries that received LSCA funds or State Aid to Public Libraries.)
3. Libraries had to loan materials and provide photocopies to other libraries. All participating libraries were encouraged to develop free of charge lending arrangements with other participating libraries.
4. All participating libraries had to sign the North Dakota Interlibrary Loan Code.

LIBRARY VISION 2004 (1995)

In October of 1995, in consultation with the State Library staff and the officers of the North Dakota Library Association, Erik Sakariassen, Chair of the North Dakota Governor's Advisory Council on Libraries, called together a Library Study Steering Committee to discuss concerns and issues within the state's library community. The goal was to present a clear picture to the North Dakota Legislature of where North Dakota Library services stood then and how they might look in the future. The

committee participants went beyond the initial goal and defined a set of priorities in a planning document for state-wide library services entitled Library Vision 2004.

Library Vision 2004 stated objectives and recommendations to meet the six interdependent priorities necessary in providing what was identified as essential library services in North Dakota in the year 2004 and beyond. The plan was designed to fit an eight-year time frame, spreading implementation across four legislative bienniums. Library Vision 2004 recommendations were intended to improve North Dakota libraries and enhance citizen access to information services in support of education, life-long learning, and economic vitality. The purpose of Library Vision 2004 was to provide people with improved access to information in a welcoming environment where they could obtain the guidance of trained librarians. Library Vision 2004 addressed problems which are serious and growing: the knowledge explosion, the increasing costs of information, declining financial resources for libraries, providing all citizens with access to networked information, advancing North Dakota's competitiveness in the global society, and preparing North Dakota for its future. Library Vision 2004, Library Services Technology Act (LSTA), and Educational Telecommunications Council (ETC) grants were used toward these goals.

LIBRARY VISION 2010 (2003)

In 2002, the North Dakota Library Coordinating Council updated Library Vision 2004 to Library Vision 2010. Library Vision 2010 continues to drive the creation of a state-wide community of libraries working together to provide quality library services in North Dakota. The complete document can be accessed at:
<http://ndsl.lib.state.nd.us/Publications/LV2010.pdf>.

**NETWORKING
AND
DOCUMENT
DELIVERY
CODE
FOR
NORTH DAKOTA
LIBRARIES**

**NETWORKING AND DOCUMENT DELIVERY CODE
FOR
NORTH DAKOTA LIBRARIES**

Definition

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

Purpose

The purpose of interlibrary loan, as defined in this code, is to obtain library material not available in the local library.

Scope

1. Under the terms of this agreement, it is permissible to request any type of library material.
2. Lending libraries will determine the policies for all lending.

Responsibilities of Borrowing Libraries

1. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library, under this code, should be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.
2. Borrowing libraries should make every effort to exhaust their own resources before resorting to interlibrary loan. The borrowing library should carefully screen all requests for loans and reject any that do not conform to this code.
3. The interlibrary loan staff of each library should be familiar with and use relevant interlibrary loan documents and aids.
4. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.
5. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.
6. Requested material must be described as completely and accurately as possible following accepted bibliographic practice. If an item cannot be verified, the statement "cannot verify" should be included along with information about the original source of citation.
7. Standard bibliographic tools, such as union catalogs, computerized databases, and other listed services, should be used in determining the location of material. Care should be taken to avoid concentrating the burden of requests on a few libraries.
8. Standard interlibrary loan formats should be used for all requests regardless of means of transmission.
9. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending

library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all preferences of the lending library for replacement of or payment for borrowed materials. (See Packaging and Wrapping Guidelines, pages 37-39.)

10. The borrowing library and its users must comply with the conditions of the loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original will result.
11. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making necessary arrangements.
12. All libraries are required to participate in necessary statistical reporting.

Responsibilities of Lending Libraries

1. The decision to loan materials is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.
2. A statement of interlibrary loan policy should be made available upon request as well as the OCLC ILL Policies Directory (for OCLC libraries).
3. The lending library should process requests promptly. Conditions of loans should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library within two working days when unable to fill a request, stating the reason for not filling the request.
4. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

Expenses

1. There should be no charges for normal interlibrary loan transactions, and no fines should be charged between libraries. Local policy may take precedence.
2. If the expenses are more than nominal, the lending library should inform the requesting library and ask for authorization to charge before proceeding.

Duration of Loan

1. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library minus the time spent in transit.
2. Interlibrary loan material should be returned promptly.
3. The borrowing library should ask for renewals only in unusual circumstances. A renewal request should be sent in time to reach the lending library no later than the due date. The lending library should respond if the renewal has been granted.
4. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

Violation of Code

Each library is responsible for maintaining the provisions of this code in good faith. Continued disregard of any provisions of this code is sufficient reason for suspension of borrowing privileges.

Note: Interlibrary loan procedures must comply with the North Dakota Networking and Document Delivery Code and North Dakota Century Code (Appendix B), Interlibrary Loan Code for the United States (Appendix C), and the U.S. Copyright Law and Guidelines.

**SOURCES
FOR
INTERLIBRARY
LOAN**

Sources for Interlibrary Loan

North Dakota State Library

Web Address: <http://ndsl.lib.state.nd.us>

The North Dakota State Library serves as the reference and document delivery referral center for libraries throughout North Dakota. A library card, issued from the North Dakota State Library or any ODIN library that allows external borrowing, is required to check out North Dakota State Library material, request interlibrary loan material through the State Library, or access the electronic resources. Any resident of North Dakota is eligible to receive, upon application, a North Dakota State Library card. Citizens and libraries must have a borrower's card in good standing in order to receive material.

The State Library accepts subject requests, as well as, author-title requests. If the material is not housed in the State Library's collection, it is borrowed from other North Dakota libraries, MINITEX, or out of region libraries on behalf of the local library.

The State Library functions as the interlibrary loan referral center for North Dakota libraries. North Dakota State Library staff assists local libraries by facilitating interlibrary loan requests between different library systems. Through reciprocal borrowing agreements with ODIN, Info*Lynx, North Central Library Authority, Northwest Regional Library Consortium (formerly known as New Dimensions), and OCLC, the State Library is able to identify and access over fifty-two million unique titles worldwide.

The State Library will accept document delivery requests in the following ways:

1. ODIN (Web) (<http://ndsl.lib.state.nd.us>)
2. ODIN Interlibrary Loan Subsystem
3. North Dakota State Library forms
4. Telephone 1-800-472-2104 or 1-701 328-4622
5. Fax 1-701-328-2040
6. OCLC Interlibrary Loan Subsystem
7. ALA forms

The document delivery department will fill the requests using the State Library collection or collections from other libraries. North Dakota libraries that participate in interlibrary loan systems, i.e. ODIN, Info*Lynx, OCLC, North Central Library Authority, and Northwest Regional Library Consortium, are responsible for sending their own requests using the interlibrary loan method outlined for the system of which they are participants. When more than one system is involved, the North Dakota State Library acts as the referral center.

Renewals – If material is requested through the State Library, requests for renewals must also be made through the State Library.

Lost material – If material is lost and was requested through the State Library, the lost-item payment and billing for the material must be made through the State Library. The borrowing library is responsible for material until the material has been returned to the lending library.

The traditional practice of mailing any interlibrary loan material to the North Dakota State Library, which then mails the material to the borrowing library or patron, slows delivery time, doubles the postage cost, and doubles staff time. Therefore, in the interest of saving postage cost, saving staff time, and speeding delivery time, the State Library has made an agreement with North Dakota libraries to deliver material directly to patrons or libraries. In the interest of saving cost and minimizing overdues, North Dakota libraries and patrons are asked to return material to the lending library.

Lending libraries are asked to enclose a mailing label when sending material to North Dakota libraries or patrons.

ODIN

Web Address: <http://www.odin.nodak.edu/webpals/home.html>

Online Dakota Information Network (ODIN) is a state-wide network of more than 70 university, public, special, school, and state agency libraries. Participants of ODIN can electronically transmit interlibrary loan requests to any other ODIN participating library. The State Library will use the ODIN interlibrary loan subsystem to borrow materials from ODIN libraries for libraries not participating in ODIN.

North Central Library Authority

Web Address: Use IP address 165.234.136.151

North Central Library Authority is a network of libraries in the Minot Area.

Guidelines for OCLC libraries

Minot Public Library will accept interlibrary loan requests through OCLC, or the North Dakota State Library. Libraries that have access to OCLC should request an item from Minot Public Library through the OCLC interlibrary loan system. If an OCLC library is requesting items from any library in the North Central Library Authority except Minot Public Library, the request must be placed through the North Dakota State Library.

Guidelines for Non-OCLC libraries

Any library that does not have access to OCLC should place the Interlibrary Loan request to any North Central Library Authority library through the North Dakota State Library.

Info*Lynx

Web Address: http://www.Info*Lynx.org

Guidelines for OCLC Libraries

Info*Lynx is a network of ten libraries in the Bismarck/Mandan area. The Bismarck Veterans Memorial Public Library and the University of Mary, Welder Library, will accept interlibrary loan requests through the OCLC interlibrary loan system. To place a request to all other Info*Lynx libraries, the requesting library should place the interlibrary loan request through the North Dakota State Library.

Guidelines for Non-OCLC libraries

Any library that does not have access to OCLC should place the interlibrary loan request to any Info*Lynx library through the North Dakota State Library.

Northwest Regional Library Consortium (formerly New Dimensions)

Web Address: <http://www-union.willistonlibrary.org>

Northwest Regional Library Consortium is a network of libraries in the Williston area.

Guidelines for OCLC libraries

Williston Community Library will accept interlibrary loan requests through OCLC or the North Dakota State Library. Libraries that have access to OCLC should request an item from Williston Community Library through the OCLC interlibrary loan system. If an OCLC library is requesting items from any library in the Northwest Regional Library Consortium with the exception of the Williston Community Library, the request must be placed through the North Dakota State Library.

Guidelines for Non-OCLC libraries

Any library that does not have access to OCLC should place the interlibrary loan request to any Northwest Regional Library Consortium library through the North Dakota State Library.

MINITEX

Any library that does not have MINITEX node status must place the interlibrary loan request through the State Library.

After verifying that an item is not located in North Dakota, a MINITEX node library may transmit a request directly to MINITEX. MINITEX guidelines must be followed.

The following libraries have MINITEX node status:

Bismarck State College
Bismarck Veterans Memorial Public Library
Dickinson Public Library
Dickinson State University
Fargo Public Library

Grand Forks Public Library
Jamestown College
Lake Region State College
Mayville State University
Minot Public Library
Minot State University
North Dakota State College of Science
North Dakota State Library
North Dakota State University
University of Mary
University of North Dakota, Chester Fritz Library
University of North Dakota, Harley E. French Medical Library
University of North Dakota, Olaf H. Thormodsgard Law Library
Valley City State University
Williston Community Library

OCLC

Many times a library will need material that is not located in the state. After verifying that the item is not located in North Dakota, material can be borrowed from out of state via OCLC. Use the following steps to borrow from OCLC:

1. OCLC libraries should place an interlibrary loan request using the OCLC interlibrary loan subsystem (refer to all OCLC documentation for this system).
2. Non-OCLC libraries should place an interlibrary loan to the State Library using the ODIN interlibrary loan forms located at: <http://ndsl.lib.state.nd.us/submitILL.html> for magazine or journal articles, books, or other items.

The following book is an excellent resource guide for national interlibrary loan procedures: Boucher, Virginia. Interlibrary Loan Practices Handbook. Chicago, ALA, 1997.

All libraries are encouraged to purchase it since it contains a great deal of useful information on interlibrary loan in general.

**THE
INTERLIBRARY
LOAN
REQUESTS**

Preparation of a Request

A number of steps are involved in the preparation of requests at the local library and before they are transmitted via interlibrary loan. The following sections will outline the responsibilities of the requesting libraries during the interlibrary loan process. The sections are arranged in the order in which the librarian or staff member prepares a request:

- I. Reference Interview
- II. Items Appropriate for Interlibrary Loan Borrowing
- III. Elements of a Complete Bibliographic Citation
- IV. Verification of a Request
- V. Procedures for Verification
- VI. Identifying Serials Holding Locations
- VII. Compliance with the United States Copyright Law
- VIII. Processing a Request
- IX. Response Time and Reserves
- X. Renewals, Labels, Overdues, and Lost Materials
- XI. Returning Borrowed Materials and Preparing for Shipping
- XII. Interlibrary Loan Packing and Wrapping Guidelines

I. REFERENCE INTERVIEW

Unmediated Requests.

Instruct the user in how to complete the ODIN interlibrary loan request form whenever possible. For electronic form see <http://ndsl.lib.state.nd.us/submitILL.html> and click “for a book” or “other item.” If a paper form is needed, instruct the user in filling out a paper request form. Be sure the source of the patron’s information for the citation has been listed on the form.

Mediated Requests.

While many requests are unmediated, the following guidelines are intended to be helpful reminders if the patron has come into your library or called on the phone. An initial interview with a user requesting a document delivery will help fill his/her needs as quickly as possible.

Helpful reminders.

- When you ask for information, let the patron know why you need it.
- Repeat the request for affirmation even when you are sure you know for what the patron asked.
- Your hardest work is not worth anything if you do not keep a record of who wants what and how you can let him/her know you’ve found it.
- Record that search - short notes now may save you time later.

In the course of talking with the patron, the library staff member taking the request should complete the following steps:

- A. Find out if the patron wants a specific book or magazine article or information on a subject. On occasion, the patron might not have checked the records and catalogs of your own library thoroughly. Perhaps material in your collection could be substituted, or a general subject request might be more appropriate than an author/title request.
- B. If you are obtaining a specific item for the patron, follow these steps:
 1. Get the title and author of the book; get the title, author, periodical title, volume, page, date of article, and bibliographic source for periodical article. You will want to be certain that the information given by the patron is complete and accurate in order to avoid needless delays while citations are rechecked or returned.
 - a. Check your transcription of request.
 - b. Look for item in your library catalog.
 - c. If found in your collection, place a hold or check out the material to the patron.
- C. If not found in your collection, you should obtain information for additional search.

1. Advise patron that material must be obtained from another library. Let him/her know an estimated time of delivery involved and that there may be a charge.
2. Get patron information - name, address, and phone number. Check if individual is eligible for interlibrary loan under your library's rules.
3. For a periodical article, have patron complete copyright clearance form.
4. Ask patron how certain he/she is of the accuracy of citation.
5. Find out where the patron heard about the book.
 - a. Get institution and course title if from class reading list.
 - b. If cited in book or article, get information on that item.
 - c. If the citation is from one of the online resources, find the name of the online resource used, not just the vendor, and what search keys were used.
 - d. If information was gained from TV or radio program credits or content, note name of program and approximate date.
 - e. If information was gained from the Internet, note the name of the website, give the URL.
6. Get the patron's best guess as to date of publication.
7. Determine how quickly the item is needed.
8. Determine the date the item will no longer be useful.
9. Determine if patron needs the entire publication or only a section.
10. Determine if a microfilm or microfiche copy would be acceptable.
11. Determine if a substitute title would be appropriate if this title were not available, or if delays will be lengthy.
12. In the case of a book request, determine if a specific edition is needed.
- D. If you cannot verify the information received from the patron:
 1. Try alternate spellings for author.
 2. Try any reasonable alternative for title.
 3. Get a subject. Check subject headings for near matches.
- E. Try verifying all available and applicable bibliographic sources. Note each place tried on the interlibrary loan form. If not found, mark "unverified."

General subject requests.

Remember that the phrase "a book on" is often used interchangeably with "information about."

- A. Obtain patron name and phone number.
- B. Get as precise a definition of the topic needed as possible.
 1. If you understand what is needed, repeat it to the patron in your words to check that communication is correct.
 2. Check spellings.
 3. Quickly check subject catalog and dictionary for terms used by patron.
 4. Try broader and narrower terms and related terms. If you don't know enough about the topic to build a search strategy, get the patron's help.
 5. Find out how detailed the information must be, just how technical the information should be, and desired reading level.
- C. Carefully check the reference sources and finding tools available to you.

1. Use search strategy as developed with patron.
 2. Use subject heading lists and thesauri for additional terms to search.
 3. Ask other staff members for suggestions.
- D. Consider non-library sources.
- E. Check with other local libraries for information.
- F. When satisfied that suitable sources are not available locally, send a subject reference request through interlibrary loan.

Note: Few libraries other than the North Dakota State Library accept subject requests. Check before transmitting request.

Determine whether the requested item is appropriate for interlibrary borrowing (i.e. rare materials, av., etc.). (See pages 19-21.)

In general, books and monographic works which may be safely sent through the mail or other delivery systems, photocopies of articles in periodicals, serial publications, government documents, and audiovisual materials are the types of material which may be requested through interlibrary loan.

Getting the interlibrary loan or interlibrary subject request ready for transmission.

- A. The following items of information are needed on each request:
1. Request number (optional).
 2. Requesting library.
 3. Date of request.
 4. Date by which material must be received (not needed after) date.
 5. Will your library pay costs for loan of a book? How much?
 6. Is a photocopy acceptable? Will you pay costs? How much?
 7. Is microfilm acceptable?
 8. Patron name and current contact information (optional).
 9. Information found in the Elements of the Bibliographic Citation. (See pages 22-23.)

Follow up on request.

Keep in contact with the patron if the wait is long. If nothing is heard by the “not needed after” date given, request a status report from the lending library.

II. ITEMS APPROPRIATE FOR INTERLIBRARY LOAN BORROWING

AUDIOVISUAL MATERIALS: While collections vary in size, most are available for interlibrary loan.

CURRENT PUBLICATIONS: Materials published in the current year may be requested. However, many of them may be in process or in high demand and not available for loan. Current titles in high demand locally should be considered for purchase.

CURRICULUM AIDS: Materials prepared as curriculum aids to specific courses of study are not available through interlibrary loan. This includes the study notes, guides, and reading list materials to college and university level courses.

ERIC (EDUCATIONAL RESOURCES INFORMATION CENTER): ERIC is a national information system established by the U.S. Office of Education and is a primary source for obtaining documents in education. UND's Chester Fritz Library has 98% of the ERIC documents available on microfiche. To order ERIC documents, follow established interlibrary loan procedures.

FOREIGN LANGUAGE MATERIALS: Interlibrary loan libraries possess a limited amount of foreign language materials in their collections. Requests for foreign language materials may be made by a subject request indicating the needs of the user rather than by specific author or title (unless absolutely necessary).

GENEALOGY: Genealogical material may be available through interlibrary loan. If an individual title can be verified as existing, a request can be placed. Occasionally, microfilm is available and requests should specifically indicate if microfilm is acceptable and if it can be read locally. For genealogical research, contact the North Dakota State Archives and Historical Research Library.

GOVERNMENT DOCUMENTS: State and federal documents are available through interlibrary loan. The State Library maintains a full loaning collection of state documents from all state agencies. Eight deposit libraries have been established to house state documents. They are: Minot State University Library, Dickinson State University Library, Chester Fritz Library at the University of North Dakota, North Dakota State University Library, North Dakota State Archives and Historical Research Library, North Dakota State Library, and the Library of Congress. Federal documents are held in a number of libraries in the state. A full depository collection of federal documents is available from NDSU and UND. These two libraries share the responsibility for housing the entire depository collection. (See Appendix D.)

LARGE PRINT BOOKS: Many interlibrary loan libraries maintain collections of large print books and these are eligible for loan within the interlibrary loan system. Indicate clearly that LARGE PRINT is needed. The State Library maintains a large

collection and will accept subject requests. Large print books can be mailed with the “free matter for the blind and physically handicapped” designation if the person receiving the material has been certified as print impaired. For additional information, call the North Dakota State Library, Disability Services at 1-800-843-9948.

LOCAL HISTORY: Titles on local history are eligible for interlibrary loan. The State Library maintains a substantial collection of city and county histories.

MAGAZINES: In some cases magazines are available for interlibrary loan but this is usually the exception. Many times they are loaned for “in library use only.” Single copies of current or near current issues of periodicals are not eligible for loan. Photocopies of articles can be requested.

MICROFILM: Microfilm is available from a limited number of interlibrary loan libraries. When requesting a newspaper or magazine, be specific as to dates - month, day, year, etc. - when requesting them. Many libraries limit the loan of microfilm to “in library use only.” For a fee, the State Historical Society of North Dakota lends microfilm of North Dakota newspapers. Contact the State Historical Society of North Dakota at 1-701-328-2668 for more information.

MULTI-VOLUME SETS: For multi-volume sets, in the note field, indicate the specific volumes that are needed. Requests for photocopies of the table of contents, the index, or specific pages, will be honored.

PHOTOCOPIES OF PERIODICAL ARTICLES: Photocopies may be requested. Requests for photocopies should be fully verified and contain all the information necessary for easy and efficient retrieval of the issue containing the needed article, and be in compliance with the U.S. Copyright Law (see page 28). Libraries will provide photocopies of specific articles. Full-text of magazine articles can be retrieved and printed from Gale and ProQuest full-text databases.

REFERENCE WORKS: Standard reference works are generally not available through interlibrary loan, except from the North Dakota State Library. The North Dakota State Library will loan reference works to any North Dakota library for in-house use only.

RESERVE MATERIAL: Books and audiovisual items that have been borrowed from another library may not be placed on reserve by the borrowing library.

SPECIAL COLLECTIONS: Libraries may choose not to lend material from a special collection. Libraries are encouraged to assist patrons to arrange to use the material from a special collection at the holding library.

TEXTBOOKS: The Jamestown College –Raugust Library has a collection of K-12 textbooks that are available for interlibrary loan. As a rule, textbooks appropriate for high school and college courses are not available from interlibrary loan libraries.

THESIS AND DISSERTATIONS: North Dakota thesis and dissertations are available for loan from the specific college or university at which the degree was earned. Give full and specific information when requesting them.

III. ELEMENTS OF A COMPLETE BIBLIOGRAPHIC CITATION

The following elements are needed when requesting document delivery service:

BOOK

- Author, corporate author, or conference title
- Title
- Publisher
- Place of publication
- Edition
- Date of publication
- Series (Look carefully! This important element is often overlooked or ignored. Note series on request even if you think it may be unimportant.)
- Format (large print or regular)

PERIODICAL ARTICLE

- Full title of periodical
- Volume
- Issue number or issue date
- Year
- Copyright compliance (CCG or CCL)
- Author(s) of article
- Title of article
- Page numbers

NEWSPAPERS

- Title of newspaper
- Place of publication
- Date (month, day, year)
- Copyright compliance (CCG or CCL)
- For specific newspaper article, include:
 - Author of article, if available
 - Title of article
 - Subject of article if title is unknown
 - Page (and column number if known)

DISSERTATION OR MASTERS THESIS

- Author
- Title
- Institution (including department if known)
- Degree
- Year

GOVERNMENT PUBLICATION

- Title
- Author
- Date
- Issuing agency
- Report number
- Superintendent of Documents number

ERIC DOCUMENT

- Author
- Title
- Copyright date
- The ERIC number must be included but is not enough by itself

AUDIOVISUAL

- Author (if available)
- Title
- Recording company
- Date
- Type of media
- Abridged or Unabridged

IV. VERIFICATION OF REQUESTS

Verification is the responsibility of the borrowing library and full verification reduces delays in filling requests for patrons. **THE MORE COMPLETE AND ACCURATE THE CITATION IS WHEN SENT, THE FASTER AND BETTER OTHER LIBRARIES CAN SERVE YOU.** Libraries differ greatly in the number and types of verification sources they have available. However, any information available, if given, may help the lending library in an attempt to fill an interlibrary loan request.

Statement of responsibility: For each request sent, it is the responsibility of the requesting library to provide complete and accurate bibliographic information. Whenever possible, verification or the source of the citation should be included.

Definition of verification: Verification is the use of a standard bibliographic tool to obtain or to confirm a full, accurate, and standard citation for an item. A citation is composed of the bibliographic elements that describe an item. (See pages 22-23.)

Definition of source of citation: The source of citation indicates where the user found out about the material being requested. The source may be something other than a standard bibliographic tool; it may be a bibliography in a book or journal, something mentioned at a conference or on a television talk show, or an advertisement.

Definition of location: Location verification is the use of a location tool such as MULS, OCLC, ODIN, MNSCU, Info*Lynx, etc. to identify which library owns the materials.

V. PROCEDURES FOR VERIFICATION

Search for the materials in a standard verification source. There are several different resources and different types of formats that can assist you in verifying your citation.

SERIALS: Use a standard indexing tool. A list of some of the standard serial verification tools follows. Check as thoroughly as possible with what is available to you.

- ODIN
- MNSCU (Minnesota PALS Network)
- MULS
- OCLC
- ERIC
- Reader's Guide
- PUBMED
- Ulrich's
- Irregular Serials
- New Serials
- CARL UNCOVER
- Gale Group (Electronic Resources)
- ProQuest (Electronic Resource)

MONOGRAPH: A list of some of the standard monograph verification tools follows. Check as thoroughly as possible with what is available to you.

- ODIN
- MNSCU
- Info*Lynx (Bismarck area)
- OCLC
- NUC (National Union Catalog)
- Internet (Amazon.com)
- CBI (Cumulative Book Index)
- BPR (Book Publishing Record)
- BIP (Books in Print)
- SDN (South Dakota Network)
- TDS (Traverse Des Sioux Library System)

If you find the materials listed in one of these tools correct and complete, clarify the information on the request so that it matches the information found in the verification tool.

Enter the name of the verification tool on the request. If a computer search is used to verify the information, please include the name of the individual database, i.e., ERIC, PUBMED, not Silverplatter or EBSCO.

If you are unable to verify the article citation, state "VER: UNABLE" on the request, list the tools checked and give the user's source of reference (ex: Oprah TV show and date of talk show). Something is better than nothing.

The following are some examples of verification statements:

- VER: CIJE, June 86, p. 12
- VER: OCLC #1234567
- VER: MEDLINE: UI #12345678
- VER: Abridged Reader's Guide, 83-84, p. 112

VER: UNABLE: SOURCE: Patron saw the author on Johnny Carson on May
8, 1987
VER: ODIN
VER: MNSCU
VER: Info*Lynx

VI. IDENTIFYING SERIALS HOLDING LOCATIONS

Identifying holding locations is done using the standard bibliographic tools which list holding locations such as ODIN, Info*Lynx, OCLC, or MULS (Midwest Union List of Serials). OCLC libraries must search all relevant screens for locations that may be in the state before requesting loans from MINITEX. When choosing locations, pay particular attention to equalizing the interlibrary loan load to all libraries. Non-OCLC libraries can send their requests to the State Library for out-of-state interlibrary loan.

A Union List of Serials is a combined listing of periodical titles and their holdings from various libraries. MULS is a Union List of Serials maintained and distributed by the Minnesota MINITEX office. MULS is updated annually and contains the serial holdings of about two hundred libraries in Minnesota, North Dakota, and South Dakota. MULS is a tool to use in identifying serials holding locations, not a tool for verification of the citation accuracy. MINITEX node libraries can obtain photocopies of magazine articles directly from MINITEX, and the North Dakota State Library requests articles for libraries not having node status. (See pages 12-13 for a listing of libraries with MINITEX node status.)

A. Using MULS to Identify Holding Locations.

1. Web address: <http://www.mnlink.org>. (Click on "Search," logon as "Guest," then click on "MULS.")
2. Find the title of the serial in MULS. If the entry does not appear under the title provided by the user, try all other possible forms in which the entry might be given. For example: Proceedings of the North American Geological Society might be listed under "North American Geological Society. Proceedings." There are many cross-references in MULS. Follow these to the actual entry under which holdings appear. If necessary, change the form of entry on your request to match the correct MULS entry.
3. Carefully check the dates and holdings reported by each library to make sure that the needed volume and issue are actually owned. If two periodicals have the same title, examine the dates and volume numbers to determine which is the needed one.
4. On the request form, add the place of publication (or other distinctive information) to the title in parentheses to distinguish the correct one.
5. Check MULS for locations. If you do not have access to MULS, you can send your requests to the State Library for interlibrary loan.

VII. COMPLIANCE WITH THE UNITED STATES COPYRIGHT LAW

For information on copyright laws, see the State Library publication [Copyright Tips for Librarians](http://ndsl.lib.state.nd.us/Publications/copyrighttips.pdf) at <http://ndsl.lib.state.nd.us/Publications/copyrighttips.pdf>.

Notice of Copyright

Copies must include a notice of copyright that appears on the copy when available. If the work does not include a notice of copyright, use a legend or stamp stating the work may be protected by copyright. (Notice: This material may be protected by Copyright Law (Title 17 U.S.C.)

UNITED STATES COPYRIGHT LAW

The United States Copyright Law, Title 17, United States Code, covers all forms of tangible expression (written on paper, recorded on tape, coded into a computer). It also governs the use of photocopies and other reproductions of copyrighted material. Works do not have to have a notice of copyright to be considered protected by law. Title 17, section 10 provides special copying rights for libraries that are open to the public or whose collections are available to outside researchers. *The new Digital Millennium Copyright Act changes section 108 and directly affects interlibrary loan lending procedures.* (See Appendix E.)

It is imperative that librarians have an understanding of the United States Copyright Law, the United States Copyright Guidelines, and the Digital Millennium Copyright Act, and abide by these laws and guidelines.

Questions regarding the United States Copyright Law should be referred to legal counsel.

VIII. PROCESSING A REQUEST

Borrowing libraries should make every effort to spread their requests over several libraries, when there is a choice, to avoid overburdening any one particular library. Statewide statistics, available upon request from the North Dakota State Library, may aid in the choice of locations for load spreading.

Libraries that wish to do so may send their requests to the State Library. The State Library will verify the request and fill the request from its own collection or refer the request to other libraries. See pages 30-33 for the OCLC interlibrary loan codes and the ODIN interlibrary loan codes.

NORTH DAKOTA INTERLIBRARY OCLC LOAN SYMBOLS

<u>CODE</u>	<u>INSTITUTION</u>
BIZ	Bismarck Public Schools
BPL	Bismarck Veteran's Memorial Public Library
BQR	Q&R MedCenter One Health Sciences Library (Bismarck)
BSF	MSU Bottineau Library
D7T	Stutsman County Library
DIP	Dickinson Public Library
DIZ	Dickinson High School Library
DHZ	Hatton Public School Library
DKG	North Dakota Small Group Libraries Beach Elementary School Library Beach High School Library Bottineau County Library Bottineau Public School Libraries Golden Valley County Library Halliday Public School Library
DKP	Pembina City School Library
DKT	North Dakota Supreme Court Law Library
DLP	Carnegie Public Library (Devils Lake)
DMB	Maple Valley Oriska Public School
DZF	Finley-Sharon Public School
FGK	Grand Forks Air Force Base Library
FGT	Minot Air Force Base Library
FSH	MeritCare Medical Center Library (Fargo)
GFH	ALTRU Hospital Medical Library (Grand Forks; formerly United)
HIZ	Hillsboro High School/Public Library
HND	State Archives and Historical Research Library (Bismarck)
JSH	North Dakota State Hospital
LEA	Leach Public Library
LRJ	Lake Region State College
MGP	Northern Great Plains Research Center Library (Mandan)
MTM	Angus L Cameron Medical Library
NBJ	Bismarck State College Library
NCR	North Dakota Vision Services/School for the Blind Library
NDCPS	Carrington Public Schools Carrington Elementary School Carrington High School
NDHPC	Hope-Page Public School
NDI	Dickinson State University Stoxen Library
NDJ	Jamestown College Raugust Library
NDM	University of Mary Welder Library (Bismarck)
NDMID	Midway Public School
NDMPS	Mandan Public Schools Custer Elementary Library

Fort Lincoln Elementary Library
 Lewis and Clark Elementary Library
 Mandan Junior High Library
 Mandan High School Library
 Mary Stark Elementary School
 Roosevelt Elementary School
 NDNAP Napoleon Public School
 NDS ND State Library (Bismarck)
 Business Information Center Library
 North Dakota Division of Emergency Management Library
 North Dakota Geological Survey Library
 North Dakota Health Dept. – Division of Health & Promotion Education
 Library
 North Dakota Prevention Resource Center Library
 North Dakota School for the Deaf Library
 North Dakota Water Commission Library
 NDV Valley City State University Allen Memorial Library
 NDVSP Velva School and Public Library
 NDW ND State College of Science Mildred Johnson Library (Wahpeton)
 NDWFP West Fargo Public Library
 NFG Fargo Public Library
 NGF Grand Forks Public Library
 N2R West River Regional Medical Center Library (Hettinger)
 NJA Alfred Dickey Public Library (Jamestown) (INTERLIBRARY LOAN only)
 NMD Mandan Public Library
 NMI Minot State University Gordon B. Olson Library
 NMP Minot Public Library
 NMY Mayville State University Byrnes-Quanbeck Library
 NWQ ND State University Libraries (Fargo)
 NWY Williston Community Library
 SA3 St. Alexius Medical Center Library (Bismarck)
 TBI Graham Library - Trinity Bible College (Ellendale)
 TMZ Turtle Mountain Community College/Public Library (Belcourt)
 UDJ National Biological Services--Northern Plains Science Center Library
 (Jamestown)
 UND UND Chester Fritz Library (Grand Forks)
 UNE UND Olaf H. Thormodsgard Law Library (Grand Forks)
 UNF UND Harley E. French Library of the Health Sciences (Grand Forks)
 UNW Williston State College Library
 VAH V.A. Hospital Library (Veteran's Hospital, Fargo)
 VLP Valley City Barnes County Public Library
 ZNE North Dakota Youth Correctional Center
 ZNF North Dakota Deafblind Services Project
 ZNG Trinity High School (Dickinson)

NORTH DAKOTA INTERLIBRARY ODIN LOAN SYMBOLS

<u>CODE</u>	<u>INSTITUTION</u>
BEA	Beach High & Elementary School
BOC	Bottineau County Library
BPS	Bottineau Public Schools
BQR	Q&R MedCenter One Health Sciences Library (Bismarck)
BSF	MSU Bottineau Library
CPS	Carrington Public Schools
	REL Carrington Elementary School
	RHS Carrington High School
D7T	Stutsman County Library
DHZ	Hatton Public School Library
DIP	Dickinson Public Library
DIZ	Dickinson High School Library
DKP	Pembina City School Library
DKT	North Dakota Supreme Court Law Library
DLP	Carnegie Public Library (Devils Lake)
DMB	Maple Valley Oriska Public School
DZF	Finley-Sharon Public School
FGK	Grand Forks Air Force Base Library
FGT	Minot Air Force Base Library
FSH	MeritCare Medical Center Library (Fargo)
GFH	ALTRU Hospital Medical Library (Grand Forks; formerly United)
GVC	Golden Valley County Library
HAL	Halliday Public School
HIZ	Hillsboro High School/Public Library
	HIE Hillsboro Elementary School
HND	State Archives and Historical Research Library (Bismarck)
HPC	Hope Page Public Schools
JSH	North Dakota State Hospital
LEA	Leach Public Library
LRJ	Lake Region State College
MDW	Midway Public Schools
MPS	Mandan Public Schools
	JHS Mandan Junior High
	SEN Mandan High School
MTM	Angus L Cameron Medical Library
NAP	Napoleon Public School
NBJ	Bismarck State College Library
NCR	North Dakota Vision Services/School for the Blind Library
NDF	ND State University Libraries (Fargo)
NDI	Dickinson State University Stoxen Library
NDJ	Jamestown College Raugust Library
NDS	ND State Library (Bismarck)
	Business Information Center Library

North Dakota Division of Emergency Management Library
 North Dakota Geological Survey Library
 North Dakota Health Dept. – Division of Health & Promotion Education
 Library
 North Dakota Prevention Resource Center Library
 North Dakota School for the Deaf Library
 North Dakota Water Commission Library
 NDV Valley City State University Allen Memorial Library
 NDW ND State College of Science Mildred Johnson Library (Wahpeton)
 NFG Fargo Public Library
 NGF Grand Forks Public Library
 NJA Alfred Dickey Public Library (Jamestown) (INTERLIBRARY LOAN only)
 NMD Mandan Public Library (INTERLIBRARY LOAN only)
 NMI Minot State University Gordon B. Olson Library
 NMY Mayville State University Byrnes-Quanbeck Library
 SA3 St. Alexius Medical Center Library (Bismarck)
 TBI Graham Library - Trinity Bible College (Ellendale)
 UND UND Chester Fritz Library (Grand Forks)
 UNE UND Olaf H. Thormodsgard Law Library (Grand Forks)
 UNF UND Harley E. French Library of the Health Sciences (Grand Forks)
 UNW Williston State College Library
 VAH V.A. Hospital Library (Veteran’s Hospital) (Fargo)
 VLP Valley City Barnes County Public Library
 VSP Velva School and Public Library
 WFP West Fargo Public Library
 ZNE North Dakota Youth Correctional Center
 ZNF North Dakota Deafblind Services Project
 ZNG Trinity High School (Dickinson)

IX. RESPONSE TIME AND RESERVES

The North Dakota Interlibrary Loan Code requires the lending library to respond within two working days of the time it receives a request.

If the request cannot be filled by NOT NEEDED AFTER DATE indicated, the lending library should inform the borrowing library of the request status. Possible responses include:

1. Unable to loan – non-circulating, too new, etc.
2. Too many holds/reserves – try elsewhere
3. Lost, missing, no longer owned, long overdue
4. Not available by “not needed after” date indicated

The lending library should monitor the status of items promised for interlibrary loan. When the expected delivery date is exceeded, the borrowing library should be notified of the status of the material.

X. RENEWALS, LABELS, OVERDUES, AND LOST MATERIALS

RENEWALS: Requests for renewals from other libraries should be made directly to the library from which the material was requested. If the request was made through the North Dakota State Library, renewals should be requested through the State Library. The length of the renewal period is at the discretion of the lender. Request a renewal prior to the due date (before the item becomes overdue).

LABELS: It is advisable that libraries provide each other with supplies of their mailing labels to ensure that the materials get to the correct destination and to ease the burden of staff members.

OVERDUES AND LOST MATERIALS: The borrowing library should notify the lending library immediately of lost materials and should comply with the lending library's replacement charges. These charges may include a processing fee. The lending library has the prerogative to initiate a bill after the item becomes overdue. The borrowing library has the responsibility for paying the bill. Overdue fines between libraries should not be charged. If the request is made through the North Dakota State Library, the billing must pass through the State Library.

DAMAGED: Immediately contact the lending library upon receiving damaged materials.

XI. RETURNING BORROWED MATERIALS AND PREPARING FOR SHIPPING

- A. Return borrowed materials in a timely manner.
 - 1. Give your patron a return date prior to the date on which the material is due at the lending library.
 - 2. Contact the patron immediately if the material is not returned to you on time.
 - 3. Notify the lending library if an unusual circumstance prevents the timely return of material.
- B. Return material in the condition in which it was received.
 - 1. If an item was received damaged, upon receipt, report the fact to the lending library and await instructions.
 - 2. If the item was damaged while in your care, return and request instructions for repair or payment.
- C. Prepare material and interlibrary loan records for return.
 - 1. Prepare interlibrary loan records and double-check them against materials.
 - 2. Pay any charges for loan, airmail, or special delivery.
 - 3. Check for and follow any special packaging instructions or requests for a specific method of shipment.
 - 4. Be sure that any container with library markings is returned with the item (slip case, microfilm box, etc.).
 - 5. Place a copy of the interlibrary loan request, request number, or other identification with the material to be returned.
 - 6. Wrap or package carefully and securely.
 - 7. Mark, label, and package clearly - "Library Mail."
 - 8. Stamp your return address on a mailing label supplied by lending library or type a mailing label. Affix securely to package.

REMEMBER, YOU ARE RESPONSIBLE FOR THE SAFETY OF THE MATERIAL FROM THE TIME IT LEAVES THE LENDING LIBRARY UNTIL IT IS RECEIVED BY THE LENDING LIBRARY UPON RETURN.

XII. INTERLIBRARY LOAN PACKING AND WRAPPING GUIDELINES

(Adapted from the American Library Association Reference & Users Group)

The following are guidelines for all libraries lending and borrowing materials through interlibrary loan. These guidelines establish a general framework of responsibilities for both requesting and supplying libraries. They acknowledge the ultimate responsibility of the requesting library for the material, as set out in the Interlibrary Loan Code for the United States, 1993.

These guidelines are intended to provide advice to all institutions that deal with the packaging and wrapping of interlibrary loan materials. Packaging is defined as the outer material, which may be a box, padded envelope, etc. Wrapping is defined as an inner covering for the item such as paper or bubble wrap. This is not a list of do and do nots, nor is it intended to be a list of acceptable and unacceptable shipping materials. These are strictly guidelines for libraries to follow. It is acknowledged that individual libraries will decide which shipping materials will be used in their institutions.

1.0 General

1.1 It is the responsibility of the supplying library to specify the shipping method, as well as insurance, for returning materials.

1.2 It is the responsibility of the supplying library to specify the type of packaging required for the return of materials.

1.3 It is the responsibility of the supplying library to include sufficient information with the item to identify the request. This is also stated in section 5.3 of the National Interlibrary Loan Code for the United States, 1993.

1.4 It is the responsibility of the requesting library to follow the shipping requirements, including insurance and preferred shipping method, as stipulated by the supplying library. If no method is specified, the requesting library's regular form of shipment should be used.

1.5 It is the responsibility of the requesting library to follow the packaging instructions of the supplying library. If no specific instructions are indicated, then the requesting library should return the material according to its own guidelines.

1.6 It is the ultimate responsibility of the requesting library to return materials in the same condition in which they were received. The requesting library is fully responsible for the materials from the moment they leave the supplying library, until they are returned, as stated in the Interlibrary Loan Code of the United States, 2001 and the North Dakota Interlibrary Loan Code, 2003.

2.0 Packaging Materials

2.1 Any packaging material that is used should have the goal of getting the interlibrary loan material from the supplying library to the requesting library, and back, undamaged.

2.2 Any envelopes that are used to transport returnable materials should be padded. The type of padded envelope used is the decision of individual libraries. (Use regular, unpadded, envelopes for photocopies only.)

2.3 Packaging and wrapping materials can be reused if they are in good condition.

2.4 On reused materials, remove or mark out old addresses, postal marks, etc. The packaging material should be addressed clearly to avoid misdirection.

2.5 Old, frayed, ripped, or decaying packaging and wrapping materials should be recycled or discarded and not reused. Use of these materials substantially increases the chances of damaged or lost interlibrary loan items.

2.6 Tape is the preferred sealing method on all types of packages. If at all possible, avoid using staples. The United States Postal Service, one of the many delivery services in use by interlibrary loan departments, prefers the use of tape rather than staples.

2.7 Use packaging material that is appropriate to the size of the material being shipped. Too small and too large packaging will not adequately protect materials during transportation. Please note that the box that contains a reel of microfilm is not a shipping box; additional packaging should be used.

2.8 Take special care with fragile materials. These items, which are usually books, require additional protective wrapping before they are placed into the package to be shipped.

2.9 Materials that are especially susceptible to damage during transportation, for example microfiche, photographs, items with soft bindings, etc., should be packed or wrapped with rigid material to avoid damage.

2.10 Please note that there will always be special materials that require added attention when packaging and wrapping to ensure safe transportation. Interlibrary loan or other shipping departments must be prepared to handle these materials as the need arises.

2.11 All packages should be clearly addressed with both the destination and return addresses properly attached to the packaging material.

Bibliography

ACRL Rare Book and Manuscript Ad Hoc Committee on the Loan of Rare and Unique Materials. "Guidelines for the Loan of Rare and Unique Materials." *C&RL News* (May 1993): 267-269.

Boucher, Virginia. *Interlibrary Loan Practices Handbook*. 2nd Ed. Chicago, American Library Association, 1997.

"Guidelines and Procedures for Telefacsimile and Electronic Delivery of Interlibrary Loan Requests and Materials." *RQ* (Winter 1990): 266-67.

"Guidelines for Packaging and Shipping Microforms." *American Library Association: Association for Library Collections and Technical Services*, 1989. 1 pg.

Morris, Leslie R. *Interlibrary Loan Policies Directory*. 5th Ed. Chicago, American Library Association, 1995.

"National Interlibrary Loan Code for the United States, 1993." Chicago, American Library Association, 1993.

Smale, Carol. *National Guidelines for Document Delivery*. Ottawa, Canada: National Library of Canada, 1994.

"Wrapping and Packaging Guidelines." in *RLG Shared Resources Manual*. 4th Ed. Mountain View, CA: Research Libraries Group, 1994. pp. 5.1-5.3.

DISTANCE
EDUCATION

DISTANCE EDUCATION

Interlibrary loan service for students in off-campus classes is the responsibility of the library at the originating institution. The Association of College and Research Libraries (ACRL) in their “Guidelines for Distance Learning Library Services,” define the originating institution as the entity “responsible for the offering or marketing and supporting of distance learning courses and programs: the credit-granting body.” Libraries may refer students to their originating library. For contact information, see the *ODIN Library Directory* at <http://www.odin.nodak.edu/staff/11042002address.html>.

Students in off-campus programs and courses often live in communities remote from their originating institution. The traditional practice of mailing books to the borrowing library, which then mails the item to those remote patrons, slows delivery time and doubles postage costs. Therefore, in the interest of saving on postage costs and speeding delivery of books to off-campus students, libraries are welcome to make agreements among themselves for delivery directly to patrons.

**ELECTRONIC
DOCUMENT
DELIVERY**

Guidelines and Procedures for Telefacsimile and Electronic Delivery of Interlibrary Loan Requests and Materials

Modified from the Interlibrary Loan Committee, Reference and Adult Services Division

Approved by the: RASD Interlibrary Loan Committee, January 25, 1993; RASD MOPSS Executive Board, June 28, 1993; RASD Board of Directors, February 8, 1994.

1.0 Introduction

1.1 Telefacsimile (fax) and electronic document delivery (EDD) over the Internet are two methods of communication that have been adapted to the needs of libraries for quick and easy transmission of data. The fastest growing application of these types of delivery in libraries is as a mechanism for the rapid relay of interlibrary loan requests and/or responses to those requests when they take the form of brief journal articles, excerpts from larger works, and other easily reproduced materials that have been requested through accepted communications channels.

1.2 These guidelines address the needs of libraries that use fax and EDD systems in the interlibrary borrowing and lending processes. As such, these guidelines are intended to enhance other interlibrary loan codes and guidelines currently in use, and should be used in conjunction with the Interlibrary Loan Code for the United States, 2001, the copyright law (Title 17, US Code), the National Commission on New Technological Uses of Copyrighted Works (CONTU) guidelines on "Photocopying Interlibrary Arrangements" including "Guidelines for the Proviso of Subsection 108(g)(2)," and any state, regional, network, or consortium guidelines that may be in effect. These guidelines should be used to expedite interlibrary loan when no state, regional, network, or consortium guidelines apply.

1.3 The purposes of these guidelines are: (1) to establish guidelines for borrowing and the formatting of requests to be transmitted; and (2) to set guidelines for responses to requests by lending libraries.

2.0 General Guidelines

2.1 In accordance with the library's published lending policy, an interlibrary loan request may be transmitted via fax or electronically to another library. An electronic response and/or delivery may also be requested of that library in accordance with state, regional, or national interlibrary loan codes and the library's published lending policy.

2.2 Each fax or EDD transmission should include a cover or identifying sheet that includes the sender, the receiver, the number of pages being transmitted, and the sender's voice telephone number, telefacsimile number, and/or electronic address. The cover sheet may be omitted when transmitting an interlibrary loan request provided that all identifying information is included on the interlibrary loan request form.

2.3 Some documents may not transmit well via fax. These include photographs, detailed charts, maps and graphs; text, including scientific and mathematical symbols, small print, and foreign languages with diacritical, vocalization, or other small marks; and poor quality photocopies. Other electronic document delivery systems may be able to send such material without loss of clarity.

2.4 Unless a specific delivery method is requested, the lending library will determine the method to be used in delivery of the requested material. The lending library should notify the borrowing library when unable to deliver via the requested method.

3.0 Borrowing Guidelines

3.1 An interlibrary loan request for a document to be delivered electronically may be submitted through the interlibrary loan system of a bibliographic utility, a local online network, or any other transmission system acceptable to both the borrowing and lending libraries.

3.2 A request transmitted by any electronic method should be typed on a standard Interlibrary Loan Request Form, and transmitted in accordance with policies and procedures of the lending library.

3.3 A request for electronic delivery should contain the note: "Please send to (fax number, or electronic address)" in the borrowing notes field or in a conspicuous place on the request form.

3.4 A rush request should contain the note: "Please rush, needs before mm/dd/yy" in the borrowing notes field or in a conspicuous place on the request form. Sending a request via fax or other electronic method will not automatically elicit a rush response or delivery. Borrowing libraries should use discretion in requesting rush service except in instances in which local guidelines have been written to accommodate the service by special arrangement or when the policy of the lending library includes rush processing and delivery.

4.0 Lending Guidelines

4.1 The lending library should check interlibrary loan systems, online networks, fax machines, and other electronic methods of transmission at least once per working day for incoming requests.

4.2 Fax and EDD requests should be merged into the normal workflow of the lending library and processed within a reasonable period of time.

4.3 Rush requests should be processed within one working day of receipt.

4.4 When electronic delivery is requested, the lending library should attempt to comply, provided the document is of reasonable length and of a quality that will transmit well.

4.5 Any photocopy of a document produced in response to a request for electronic delivery should be discarded after the transaction has been completed. The lender should mail the original photocopy only in circumstances in which the borrower has received an illegible transmission and requests a paper copy to be mailed.

4.6 A negative response should be made via the same network or transmission method through which the request was received.

4.7 A negative response to a rush request should be sent via fax, electronically, or by telephone within one working day. If the request was sent via an online interlibrary loan system, the request should also be updated or forwarded.

4.8 It is recommended that no additional fees or special handling charges be levied by the lending library for a document or response sent via fax or EDD.

FULL-TEXT
ONLINE
RESOURCES

Full-text online resources

Interlibrary loan of articles in the Gale and ProQuest full-text online resources is permitted in the 2000-2003 contract that the state of North Dakota has with these vendors. Other electronic databases to which other libraries subscribe may or may not allow interlibrary loan of the content of the database. Each library administrator should review contracts to determine the ability to interlibrary loan information from a database.

INTERLIBRARY

LOAN

STATISTICAL

REPORTING

INSTRUCTIONS FOR COMPLETING INTERLIBRARY LOAN STATISTICS REPORT

In accordance with the “Networking and Document Delivery Code for North Dakota Libraries,” it is mandatory to report statistics to the North Dakota State Library on a monthly basis. Please use the updated form on the following page.

Definition: A request is a message sent for the purpose of obtaining an interlibrary loan service--the lending of material, the copying of material, the provision of a reference service, etc. Normally, it will include bibliographic data describing the request.

1. In Section 1, report “requests sent to” each library listed.
2. In Section 2, report “requests sent to” MINITEX, out of state libraries, and North Dakota libraries not listed in Section 1.
3. In Section 3, report “requests received from” MINITEX, out of state libraries, and North Dakota libraries not listed in Section 1.
4. Give credit for and count total requests, filled or unfilled.
5. Count each request singly regardless of how many items are sent out. For example: to fill one request you may need to send three books, or a book and a government document, but it is still one request.

Note: The rationale is that each request represents a considerable amount of effort on each end regardless of the end result.
6. If the request is sent to the State Library, report the request in the “NDS” box, regardless of who fills the request.
7. The form should be completed at the end of each month and returned to the State Library. It can be mailed, faxed, or completed online.

Information will be collected on these forms and compiled by the North Dakota State Library. An annual compilation will be sent to each participating library following the end of each fiscal year (July through June).



INTERLIBRARY LOAN STATISTICS

NORTH DAKOTA STATE LIBRARY
SFN 51217 (09-03)

Library Name	Month and Year
--------------	----------------

Section 1 – Requests sent to:

BEA	BIR	BIZ	BOC	BPL	BPS	BQR	BSF	CPS	D7T	DHS
DHZ	DIP	DIZ	DKP	DKT	DLP	DMB	DZF	ERMS	FGK	FGT
FSH	GAR	GFH	GVC	HAL	HIZ	HND	HPC	HPN	JHMS	JSH
LEA	LEG	LIF	LRJ	MDW	MHCC	MHMC	MMR	MPS	MTM	NAP
NBJ	NCR	NDF	NDI	NDJ	NDM	NDS	NDV	NDW	NFG	NGF
NJA	NMD	NMI	NMP	NMY	NSH	NWY	PLB	SA3	SMH	STL
TBI	TMZ	U17	UDJ	UDPS	UMHS	UMMS	UND	UNE	UNF	UNW
USPS	UTT	VAH	VLP	VSP	WFP	ZNE	ZNF	ZNG		

Section 2 – Requests sent to:

To: Requests your library <u>sent out</u> to other libraries	Minitex	Other Out of State (Not Minitex)	Other ND (Not listed above)
---	---------	-------------------------------------	--------------------------------

Section 3 – Requests received from:

From: Requests your library <u>received</u> from other libraries	Minitex	Other Out of State (Not Minitex)	Other ND (Not listed above)
---	---------	-------------------------------------	--------------------------------

North Dakota Interlibrary Loan Codes

BEA – Beach High & Elementary School
BIR – Bishop Ryan High School (Minot)
BIZ – Bismarck Public Schools
BOC – Bottineau County Library
BPL – Bismarck Veteran’s Memorial Public Library
BPS – Bottineau Public Schools
BQR – Q&R MedCenter One Health Sciences Library (Bismarck)
BSF – MSU Bottineau Library
CPS – Carrington Public Schools
D7T – Stutsman County Library (Jamestown)
DHS – Des Lacs/Burlington School
DHZ – Hatton Public School
DIP – Dickinson Public Library
DIZ – Dickinson Public High School
DKP – Pembina City/School Library
DKT – ND Supreme Court Law Library (Bismarck)
DLP – Carnegie Public Library (Devils Lake)
DMB – Maple Valley/Oriska Public Schools
DZF – Finley/Sharon Schools
ERMS – Erik Ramstad Middle School (Minot)
FGK – Grand Forks Air Force Base Library
FGT – Minot Air Force Base Library
FSH – MeritCare Health System Library (Fargo)
GAR – Garrison Public Library
GFH – ALTRU Hospital Medical Library (Grand Forks)
GVC – Golden Valley County Library (Beach)
HAL – Halliday Public Schools
HIZ – Hillsboro School and Public Library & Hillsboro Elementary School (HIE)
HND – State Archives and Historical Research Library (Bismarck)
HPC – Hope/Page Public School
HPN – Hazen Public Library
JHMS – Jim Hill Middle School (Minot)
JSH – ND State Hospital Library (Jamestown)
LEA – Leach Public Library (Wahpeton)
LEG – ND Legislative Council Library (Bismarck)
LIF – Little Flower Elementary School (Minot)
LRJ – Lake Region State College – Paul Hoghaug Library (Devils Lake)
MDW – Midway Public School (Inkster)
MHCC – Minot High School – Central Campus
MHMC – Magic City Campus High School (Minot)
MMR – McLean/Mercer Regional Library (Riverdale)
MPS – Mandan Public Schools
MTM – A.L. Cameron Medical Library (Minot)

NAP – Napoleon High School
NBJ – Bismarck State College Library
NCR – ND Vision Services/School for the Blind Library (Grand Forks)
NDF – North Dakota State University Libraries (Fargo)
NDI – Dickinson State University – Stoxen Library
NDJ – Jamestown College – Raugust Library
NDM – University of Mary – Welder Library (Bismarck)
NDS – ND State Library (Bismarck)
NDV – Valley City State University – Allen Memorial Library
NDW – ND State College of Science – Mildred Johnson Library (Wahpeton)
NFG – Fargo Public Library
NGF – Grand Forks Public Library
NJA – Alfred Dickey Public Library (Jamestown)
NMD – Mandan Public Library
NMI – Minot State University – Gordon B. Olson Library
NMP – Minot Public Library
NMY – Mayville State University – Byrnes-Quanbeck Library
NSH – New Salem High School
NWY – Williston Community Library
PLB – Beulah Public Library
SA3 – St. Alexius Medical Center Library (Bismarck)
SMH – St. Mary’s Central High School (Bismarck)
STL – St. Leo’s Elementary School (Minot)
TBI – Trinity Bible College – The Graham Library (Ellendale)
TMZ – Turtle Mountain Community College/Public Library (Belcourt)
U17 – Glenburn Public School
UDJ – Northern Prairie Wildlife Research (Jamestown)
UDPS – Drake Public School
UMHS – Mohall Public School
UMMS – Memorial Middle School (Minot)
UND – UND Chester Fritz Library (Grand Forks)
UNE – Olaf H. Thormodsgard Law Library (UND School of Law)
UNF – Harley E. French Library of the Health Sciences (UND)
UNW – Williston State College Library
USPS – Surrey Public School
UTT – United Tribes Technical College (Bismarck)
VAH – VA Medical Library (Fargo)
VLP – Valley City/Barnes County Public Library
VSP – Velva School and Public Library
WFP – West Fargo Public Library
ZNE – ND Youth Correctional Center Library (Mandan)
ZNF – ND School for the Deaf Library (Devils Lake)
ZNG – Trinity High School (Dickinson)

Appendix A

Library Vision 2010

In order to continue the work of Library Vision 2004, and to update the mission, goals, and objectives, the North Dakota Library Coordinating Council developed and adopted Library Vision 2010 in 2002. Library Vision 2010 continues to define a set of priorities in providing quality library services in North Dakota through the creation of a state-wide community of libraries.

For a copy of the complete document see:

<http://ndsl.lib.state.nd.us/Publications/LV2010.pdf>

The document is in a PDF file in a format that can be printed.

APPENDIX B

North Dakota Century Code

Chapter 54-24.2 State Aid to Public Libraries

Web address: <http://www.state.nd.us/lr/cencode/T54C242.pdf>

54-24.2-01. Eligibility. Public libraries eligible to receive financial aid under this chapter are limited to those public libraries that:

1. Apply to the State Library for such financial aid.
2. Are established and operate in accordance with Chapter 40-38.
3. **Participate in the North Dakota Network for Knowledge Interlibrary Loan and Information Network.**

For other North Dakota laws pertaining to North Dakota libraries see Library Law
<http://ndsl.lib.state.nd.us/Publications/Librarylaw.pdf>.

Appendix C

Interlibrary Loan Code for the United States

http://www.ala.org/Content/NavigationMenu/Our_Association/Divisions/RUSA/Professional_Tools4/Reference_Guidelines/Interlibrary_Loan_Code_for_the_United_States.htm

Interlibrary Loan Code for the United States Explanatory Supplement

http://www.ala.org/Content/NavigationMenu/RUSA/Professional_Tools4/Reference_Guidelines/Interlibrary_Loan_Code_for_the_United_States_Explanatory_Supplement.htm

APPENDIX D

SUDOC CLASSES

UND responsible for collecting

C	Commerce Department
CAB	Civil Aeronautics Board
CC	Federal Communications Commission
CR	Civil Rights Commission
CS	Civil Service Commission
CSA	Community Services Administration
CZ	Panama Canal Company and Canal Zone Commission
GA	General Accounting Office
GP	Government Printing Office
GS	General Services Administration
J	Justice Department
Ju	Judiciary
L	Labor Department
LC	Library of Congress
LR	National Labor Relations Board
NAS	National Aeronautics Space Administration
NCU	National Credit Union Administration
NF	National Endowment for the Arts
NS	National Science Foundation
P	United States Postal Service
PE	Peace Corp
PM	Office of Personnel Management
Pr	President of the United States
PREX	Executive Office of the President
PRVP	Vice President of the United States
S	State Department
SBA	Small Business Administration
SE	Securities and Exchange Commission
SI	Smithsonian Institution
SSA	Social Security Administration
T	Treasury Department
TC	International Trade Commission
TD	Transportation Department
X	Congress
Y1	House of Representatives or Senate
Y3	Commissions, Committees, Councils, etc.
Y4	Congressional Committee Hearings

Government publication classes listed here must be available for anyone in the region and in North Dakota. UND has primary responsibility for: C, G, J, L, N, P, S, T, X, Y.

NDSU responsible for collecting

A	Agriculture Department
AA	Action
AC	Arms control and Disarmament Agency
AE	National Archives and Records Administration
D	Defense Department
E	Energy Department
ED	Education Department
EP	Environmental Protection Agency
ER	Energy Research and Development Administration
FA	Fine Arts Commission
FCA	Farm Credit Administration
FEM	Federal Energy Administration
FHF	Federal Housing Financing Board
FHL	Federal Home Loan Bank Board
FM	Federal Mediation and Conciliation Service
FMC	Federal Maritime Commission
FP	Federal Power Commission
FR	Federal Reserve System Board of Governors
FT	Federal Trade Commission
FTZ	Foreign Trade Zones Board
HE	Health, Energy and Welfare Department
HH	Housing and Urban Development
I	Interior Department
IA	United States Information Agency
IC	Interstate Commerce Commission
ICA	International Communication Agency
ITC	International Trade Commission
MS	Merit Systems Protection Board
NA	National Academy of Sciences
NAS	National Aeronautics and Space Administration
NC	National Capital Planning Commission
NCU	National Credit Union Administration
NF	National Foundation on the Arts and the Humanities
NMB	National Mediation Board
NS	National Science Foundation
OP	Overseas Private Investment Corporation
RnB	Renegotiation Board
RR	Railroad Retirement Board
VA	Veterans Administration
W	War Department

Government publication classes listed here must be available for anyone in the region and in North Dakota. NDSU has primary responsibility for: A, D, E, F, H, I, M, N, O, R, V, W.

Appendix E

THE DIGITAL MILLENNIUM COPYRIGHT ACT OF 1998

Web address: <http://www.loc.gov/copyright/legislation/dmca.pdf>

Note: If you do not have access to the Internet, call the State Library for a copy of the Digital Millennium Copyright Act of 1998.

The United States Copyright Office

<http://www.copyright.gov/>

Fair Use of Copyrighted Works

<http://www.copyright.gov/fls/fl102.html>

Fair Use Frequently Asked Questions

<http://www.copyright.gov/help/faq/faq-fairuse.html>

Reproductions of Copyrighted Works by Educators and Librarians: Circular 21

<http://www.copyright.gov/circs/circ21.pdf>

APPENDIX F

Distance Education and the Digital Millennium Copyright Act of 1998

See: TITLE IV: MISCELLANEOUS PROVISIONS

Distance Education Study

In the course of consideration of the DMCA, legislators expressed an interest in amending the Copyright Act to promote distance education, possibly through an expansion of the existing exception for instructional broadcasting in section 110(2). Section 403 of the DMCA directs the Copyright Office to consult with affected parties and make recommendations to Congress on how to promote distance education through digital technologies. The Office must report to Congress within six months of enactment.

The Copyright Office is directed to consider the following issues:

- The need for a new exemption.
- Categories of works to be included in any exemption.
- Appropriate quantitative limitations on the portions of works that may be used under any exemption.
- Which parties should be eligible for any exemption?
- Which parties should be eligible recipients of distance education material under any exemption?
- The extent to which use of technological protection measures should be mandated as a condition of eligibility for any exemption.
- The extent to which the availability of licenses should be considered in assessing eligibility for any exemption.
- Other issues as appropriate.

Exemption for Nonprofit Libraries and Archives

Section 404 of the DMCA amends the exemption for nonprofit libraries and archives in section 108 of the Copyright Act to accommodate digital technologies and evolving preservation practices. Prior to enactment of the DMCA, section 108 permitted such libraries and archives to make a single facsimile (i.e., not digital) copy of a work for purposes of preservation or interlibrary loan. As amended, section 108 permits up to three copies, which may be digital, provided that digital copies are not made available to the public outside the library premises. In addition, the amended section permits such a library or archive to copy a work into a new format if the original format becomes obsolete—that is, the machine or device used to render the work perceptible is no longer manufactured or is no longer reasonably available in the commercial marketplace.

See also: <http://www.teletrain.com/copyrigh.htm> and
<http://www.copyright.gov/disted/comments/init020.pdf>

APPENDIX G

Distance Education

New Copyright Law for Distance Education: The Meaning and importance of the TEACH Act

http://www.ala.org/Template.cfm?Section=Distance_Education_and_the_TEACH_Act&Template=/ContentManagement/ContentDisplay.cfm&ContentID=25939#newc

The TEACH Act finally becomes law

Web Address: <http://www.utsystem.edu/ogc/intellectualproperty/teachact.htm>

TEACH Act - Amended Section 110(2) Comparison -- Sections 110(1)-(2)

<http://www.unc.edu/~unc1ng/TEACH.htm>

APPENDIX H

GLOSSARY

Borrower - A person who charges out material from a library.

Borrowing library - A library desiring to obtain material or other services through interlibrary loan, normally as a service to a member of its own constituency.

Borrowing library code - The abbreviation that identifies the library submitting a request to which the message relates. (See also Lending library code.)

CCG - Symbol used on interlibrary loan requests for copies to signify that United States Copyright Guidelines have been followed.

CCL - Symbol used on interlibrary loan requests for copies to signify that United States Copyright Law has been followed.

Catalog - A list of holdings of a particular library or group of libraries.

Copying fee - A charge for services rendered by a library in producing a photocopy or other form of copy of requested material. Normally it will cover the actual costs of the copy, it may include additional costs for personnel time and in some cases it may include a basic fixed charge independent of the number of pages.

Copyright - The exclusive right granted by a government to publish a work for a specified number of years. This prevents others from copying the work without permission. It serves to protect the author and/or publisher.

Copyright date - The date a copyright is issued. It usually appears on the verso of the title page.

Dash marks in ODIN - The dash marks behind the item barcode indicates that the item is not available for lending. The exception to the rule is government documents from the University of North Dakota.

Discharging - The act of canceling a library's record of a loan.

Due date - The date specified by a lending library when borrowed material must be returned.

EDD - Electronic Document Delivery.

Fee - A charge made for services.

Fine - The penalty for material returned after the due date.

General reference question - A question that may require several sources to give an answer. The search for an answer may or may not be limited to the reference collection.

Government document - A publication issued by or authorized by a government body and paid for with public funds.

Hold - A term used in university libraries to mean an item is being held for a specific patron. (See also Reserve.)

Holdings - Those items that a library owns.

ILL - Abbreviation for interlibrary loan.

Incomplete request - A request, for one reason or another, that does not include all necessary elements of bibliographic data or formatted data.

Info*Lynx - The online catalog comprised of the following libraries in central North Dakota:

Bismarck Veterans Memorial Public Library, Mandan Public Library, United Tribes Technical College, University of Mary, Hazen Public Library, St. Mary's Central High School, New Salem High School, Beulah Public Library, Garrison Public Library, McLean-Mercer Regional Library & Bookmobile, and Theodore Jamerson Elementary School.

Interlibrary loan - (See Request.)

JORD - Joint Online Resources Delivery. It is a subset of the ODIN system. It is comprised of these three libraries: Lake Region State College, Williston State College, and Minot State University - Bottineau.

Journal - (See Periodical.)

Lending library - A library that sends or supplies materials.

Lending library code - The abbreviation that identifies the library to which a request is or was directed. (See also Borrowing library code.)

Library network - Formal organization among libraries for cooperating and sharing of resources, usually with an explicitly hierarchical structure, in which the group as a whole is organized into subgroups with the expectation that most of the needs of the library will be satisfied within the subgroup of which it is a member. In North Dakota the library network consists of the following subgroups: ODIN, Info*Lynx, North Central Library Authority, and Northwest Regional Library Consortium.

Location - Refers to a library or libraries that own a particular item.

Magazine - (See Periodical.)

Microform - A photographic miniature reproduction on film that needs to be magnified on special machines in order to read the information. Microform formats include microfiche, microfilm, and ultramicrofiche.

MINITEX - Minnesota Interlibrary Telecommunications Exchange. A Minnesota network of academic, public, special, and state agency libraries that work together to provide access to materials not available in the requesting library or anywhere else in the requesting library's state. The North Dakota State Library contracts on behalf of all North Dakota libraries with MINITEX for document delivery, OCLC, and MULS services.

MnSCU - Minnesota State Colleges and Universities.

Monograph - A non-serial item. A complete work in one or more volumes.

New Dimensions - See Northwest Regional Library Consortium.

North Central Library Authority - The online union catalog comprised of the following libraries:

Alfred Dickey Library, Bishop Ryan High School, Des Lacs-Burlington School, Drake Public Library, Erik Ramstad Middle School, Glenburn Public Schools, Jim Hill Middle School, Little Flower Catholic Elementary School, Memorial Middle School (MAFB), Minot High School Central Campus, Minot Magic City Campus High School, Minot Public Library, Mohall High School, Sawyer Public School, St. Leo's Catholic Elementary School, and Surrey Public Schools.

Northwest Regional Library Consortium - This is an online union catalog comprised of the following libraries:

Divide County Elementary and High School, Ray Public School, Watford City Elementary and High School, Wildrose-Alamo Public School, Stanley Public School, Tioga High School, Tioga Community Library, New District 8 School, McKenzie County Public Library, Williston State College, Trenton School/Eight Mile School, Grenora Public School, Williston Community Library, Williston Junior High School, Williston Senior High School, Williston McVay Elementary School, Williston Wilkinson Elementary School, Williston Lewis and Clark Elementary School, Williston Rickard Elementary School, Williston Hagen Elementary School, and Williston St. Joseph's School.

OCLC - OCLC, Inc., offers computerized services for libraries, and makes available a large national on-line bibliographic database. Formerly called the Ohio College Library Center.

ODIN - Online Dakota Information Network. The online union catalog for over 70 North Dakota academic, public, special, state, and school libraries. ODIN consists of the following libraries:

Beach High & Elementary School, Lincoln Elementary School (Beach), Bottineau County Library, Bottineau Public Schools, Q&R MedCenter One Health Sciences Library (Bismarck), Minot State University Bottineau Library, Carrington Elementary School, Carrington High School, Stutsman County Library, Hatton Public School Library, Dickinson Public Library, Billings County Schools, Theodore Roosevelt Collection, Dickinson High School Library, Pembina City School Library, North Dakota Supreme Court Law Library, Maple Valley Oriska Public School, Finley-Sharon Public School, Grand Forks Air Force Base Library, MeritCare Medical Center Library (Fargo), ALTRU Hospital Medical Library (Grand Forks; formerly United), Golden Valley County Library, Halliday Public School, Hillsboro High School/Public Library, Hillsboro Elementary School, State Archives and Historical Research Library (Bismarck), Hope Page Public Schools, North Dakota State Hospital, Leach Public Library, Lake Region State College, Midway High School (Inkster), Midway Elementary School (Inkster), Mandan Junior High, Mandan High School, Custer Elementary School (Mandan), Fort Lincoln Elementary School (Mandan), Lewis & Clark Elementary School (Mandan), Mary Stark Elementary School (Mandan), Roosevelt Elementary School (Mandan), Angus L. Cameron Medical Library, Napoleon High School, Bismarck State College Library, North Dakota Vision Services/School for the Blind Library, Dickinson State University Stoxen Library, Jamestown College Raugust Library, North Dakota State Library (Bismarck), North Dakota Business Information Center Library, Children's Special Health Services, North Dakota Department of Transportation, North Dakota Division of Emergency Management Library, North Dakota Geological Survey Library, North Dakota Health Dept. – Division of Health & Promotion Education Library, North Dakota Prevention Resource Center Library, North Dakota Protection & Advocacy Project, North Dakota Water Commission Library, Valley City State University Allen Memorial Library, North Dakota State College of Science Mildred Johnson Library (Wahpeton), Fargo Public Library, Grand Forks Public Library, Alfred Dickey Public Library (Jamestown) (interlibrary loan only), Mandan Public Library (interlibrary loan only), Minot State University Gordon B. Olson Library, Mayville State University Byrnes-Quanbeck Library, St. Alexius Medical Center Library (Bismarck), Graham Library - Trinity Bible College (Ellendale), University of North Dakota Chester Fritz Library (Grand Forks), University of North Dakota Olaf H. Thormodsgard Law Library (Grand Forks), University of North Dakota Harley E. French Library of the Health Sciences (Grand Forks), Williston State College Library, V.A. Hospital Library (Veteran's Hospital, Fargo), Velva School and Public Library, West Fargo Public Library, North Dakota Youth Correctional Center, North Dakota School for the Deaf Library, North Dakota Deafblind Services Project (Grand Forks), and Trinity High School.

Overdue material - Material returned to the library after the “due date.”

Overdue notice - A message sent to a borrowing library when material has not been received by a lending library by the date established as the “due date.”

Periodical - A publication issued in successive parts, each with the same title but a different number. Most periodicals are issued at regular intervals and in paper covers. Libraries usually secure periodicals on a subscription basis.

Primary clientele - The group of individuals or institutions to which a library owes its primary responsibility and which is either its source of funding or the group for which the library’s services are provided.

Receiving library - The destination to which an interlibrary loan request is sent.

Reciprocal agreement - An agreement that allows borrowing between libraries and outlines the policies to which each will adhere.

Reciprocal borrowing - The granting of borrowing privileges to the members of each other’s user groups by cooperating libraries.

Recurring demand - Determining recurring demand is the responsibility of the borrowing library. Materials frequently requested on interlibrary loan should be considered for purchase by the borrowing library. The lending library reserves the right to refuse to fill a request if the material requested has frequently not been available to its own patrons.

Reference collection - A special non-circulating collection of selected materials useful in supplying information kept together for easier access.

Reference fee - A charge for services rendered by a library in identifying possible sources from which desired material may be obtained or in providing other answers to reference questions.

Reference work - A work kept in the reference collection. Usually a work consulted for specific facts and statistical information rather than one to be read at length.

Renewal - The process by which a “due date” may be changed to a later date.

Request - A message sent for the purpose of obtaining an interlibrary loan service – the lending of material, the copying of material, the provision of a reference service, etc. Normally it will include bibliographic data describing the request.

Request code number - The number assigned to a request at the time of initial input.

Reserve - A term used in public libraries to mean an item is being held for a specific patron. (See also Hold.)

Reserved material collection - A collection of materials with restricted circulation, often used for a specific course. Usually found in college and university libraries.

Serial - A publication issued in successive parts or irregular intervals usually to be continued indefinitely. Included are periodicals, reports, annuals, and numbered monographic series.

THOR - Teaching Hospital Online Resources. It is a subset of the ODIN system. It is comprised of eight libraries: VA Medical Center Library, Fargo; MeritCare Hospital Library, Fargo; Q&R/MedCenter One Library, Bismarck; St. Alexius Hospital Library, Bismarck; Angus L. Cameron Medical Library, Minot; North Dakota State Hospital Library, Jamestown; and ALTRU Hospital Library, Grand Forks. The holdings of the libraries may be searched individually or collectively on ODIN.

Transaction - Either a filled loan or a filled borrowing request. A request thus generates two transactions.

Verification - Verification of bibliographic description. The process of determining that bibliographic data is complete and accurate.

Videorecording - An electromagnetic recording made for playback on a television set. Various formats include electronic video recording, videocassette, videodisc, DVD, and videotape.

APPENDIX I

Updated Information (after September 2003)

The North Dakota State Library's policy is that all North Dakota libraries must clear the resources within their own system before placing a request to another system.

Index

A

Audiovisual Materials, 19

B

Bibliographic Citation, Elements of, 22–23
Borrowed Materials, Preparing for Shipping, 36
Borrowed Materials, Returning, 36
Borrowing Libraries, Responsibilities, 6–7

C

Copyright Law, United States, Compliance, 28
Copyright Office, United States, 58
Copyright, Notice of, 28
Copyrighted Works by Educators and Librarians,
Reproduction of, 58
Copyrighted Works, Fair Use of, 58
Current Publications, 19
Curriculum Aids, 19

D

Digital Millennium Copyright Act, 59
Digital Millennium Copyright Act of 1998, 58
Dissertations, 21
Distance Education, 41, 59
Distance Education - Copyright Law, 61

E

Electronic Document Delivery, Guidelines and
Procedures, 43–45
ERIC, 19
Expenses, 7

F

Fair Use Frequently Asked Questions, 58
Fax. *See* Telefacsimile
Foreign Language Materials, 19
Full-Text Online Resources, 47

G

Genealogy, 19
Government Documents, 19

H

History, 3–4

I

Info*Lynx, 12
Interlibrary Loan Code, United States, 55
Interlibrary Loan Code, United States, Explanatory
Supplement, 55

L

Labels, 35
Large Print Books, 19–20
Lending Libraries, Responsibilities, 7
Library Law, 54
Library Vision 2004, 3–4
Library Vision 2010, 4, 53
Loan, Duration of, 7
Local History, 20
Lost Materials, 35

M

Magazines, 20
Mediated Requests, 16–17
Microfilm, 20
MINITEX, 12–13
MINITEX Node Libraries, 12–13
Multi-Volume Sets, 20

N

Network for Knowledge, History, 3
Networking and Document Delivery Code, North
Dakota Libraries, 6–8
New Dimensions. *See* Northwest Regional Library
Consortium
North Central Library Authority, 11
North Dakota Century Code, 54
North Dakota State Library, ILL Guidelines, 10–11
Northwest Regional Library Consortium, 12

O

OCLC, 13
OCLC Loan Symbols, 30–31
ODIN, 11
ODIN Loan Symbols, 32–33
Overdues, 35

P

Packing and Wrapping Guidelines, 37–39
Photocopies, 20

R

Reference Interview, 16–18
Reference Works, 20
Renewals, 35
Request, Preparation of, 15–39
Request, Processing, 29
Requests, Verification of, 24
Reserve Material, 20
Reserves, 34
Response Time, 34

S

Serials Holding Locations, Identifying, 27
Special Collections, 20
Statistics Report, Interlibrary Loan, Instructions, 49–
52
Subject Requests, 17–18

SUDOC Classes, NDSU, 57
SUDOC Classes, UND, 56

T

TEACH Act, 61
Telefacsimile, Guidelines and Procedures, 43–45
Textbooks, 21
Thesis, 21

U

Unmediated Requests, 16

V

Verification, Procedures for, 25–26
Violation of Code, 8



Doris Ott, State Librarian

**North Dakota State Library
604 East Boulevard Avenue – Dept. 250
Bismarck, ND 58505-0800**

**A division of the Department of Public Instruction,
Dr. Wayne G. Sanstead, Superintendent**

The North Dakota State Library does not discriminate on the basis of race, color, national origin, sex, age, or disability in employment or the provision of services. This publication is available in alternate format upon request.

September 2003