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# College of San Mateo Library

Member of the Peninsula Library System

## Intra-Library and Inter-Library Loan Policy [ILL]

### **Section A: Intra-library Loan**

Intra-library loan service is available to all SMCCCD students, faculty and staff who need specific resources which are available at other libraries in the Peninsula Library System.

### **Section B: Inter-library Loan**

Inter-library loan service is available to students, staff, faculty, and PLS community cardholders who need specific resources which are available at other libraries (outside of the Peninsula Library System).

### **Section C:**

#### **Service Charges, Miscellaneous Fees, Lost or Damaged Materials**

There are no ILL service charges for SMCCCD students, faculty and staff (presentation of a current college I.D. may be required) Other PLS cardholders will be charged the ILL fee as established at their home PLS library.

Any fees charged by the lending library -- postage, insurance, photocopy costs, ILL service fee -- are the responsibility of the requesting user [including students, faculty and staff of the SMCCCD] and must be paid in full before using the borrowed material.

All library borrowers are fully responsible for any costs assessed by the lending library in connection with lost or damaged materials.

The CSM Library adheres to *American Library Association (ALA) Guidelines for Inter-Library Loan*.