



# MTU

Ollscoil Teicneolaíochta na Mumhan  
Munster Technological University

## Inter Library Loan Policy

5 March 2025

Version: 2.0

[www.mtu.ie/policies](http://www.mtu.ie/policies)

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## 1. Purpose

MTU Libraries offer an Interlibrary Loan service which provides access to information resources not held by our Libraries while also supplying material from its own stock to other libraries.

## 2. Scope

This document refers to the provision of physical and electronic materials not available within the library via an Inter-Library Loan service.

## 3. Definitions

Term/Acronym	Definition
MTU Libraries	Any library located on the Cork or Kerry campuses, including National Maritime College of Ireland, Cork School of Music, Cork Centre for Architectural Education or Crawford College of Art & Design.
Inter Library Loan	A service for registered staff and students only, on a national and international basis, that provides access to material not held within MTU Library collections. It also involves MTU Library supplying material from its own stock to other libraries, national and internationally as requested.
Inter Campus Loan (ICL)	A service for registered MTU staff and students only where they can request a transfer of print material from another MTU campus library where that material is available for loan.

## 4. Roles and Responsibilities

Responsible Office/Person(s)	Role
Vice President for Academic Affairs and Registrar (VPAAR)	The executive oversight of this policy lies with Office of the Vice Presidents for Academic Affairs and Registrars (VPAAR)

MTU Head Librarians	MTU Head Librarians have responsibility for the review of this policy and any changes or amendments to same.
MTU Libraries	Responsibility for implementation of the Policy is within the remit of staff at MTU Libraries

## 5. Policy

### 5.1 Introduction

As per the Collection Development Policy the range and levels of academic content available in the library collections reflects the University's vision to lead transformation through education and the collection continues to evolve and respond to the needs of our users. The Inter Library Loan principles thus reflect the wider collection development ethos and outline the approach when sourcing material outside local library holdings.

### 5.2 Principles

**Access to materials** - To ensure access to materials which are not available through MTU Library collections.

**Efficient delivery** - To acquire materials in a timely manner, ensuring formats optimise the turnaround for the requested item.

**Adhering to copyright** - That copyright regulations pertaining to the supply of material under the copyright law of the Republic of Ireland are adhered to by the library and its members.

**Cost effectiveness** - Provide efficient and cost-effective processes for requesting and delivering materials which are not available within our collections.

### 5.3 Policy Details

- MTU Library offers an Inter-Library Loan service for registered staff and students only, on a national and an international basis, which provides access to material not held within our collections whilst also supplying material from its own stock to other libraries.
- If an item is unavailable in physical/electronic stock, the library will endeavour to deliver print/electronic items through consortia arrangements with other academic libraries and lending services in a timely and cost-efficient manner.
- Materials are loaned to the MTU Library as a courtesy, and their conditions of use, including due dates, must be respected.
- Lending rights for items borrowed are directed by the supplier library and it is the responsibility of the library and patron to ensure that they are adhered to.

- Inter-Library Loans is a charged service, available to registered staff and students and fees are determined by the requested format i.e., print versus electronic. Fees will be charged as appropriate to the relevant department.
- Items with a due date must be returned on time, failure to do so jeopardizes MTU Library's Inter-Library loan relationship with other libraries. This could adversely affect Inter-Library Loan services for patrons.
- Where multiple requests are made for the same item, the library will endeavour to purchase the item for the collection.
- Inter-Library loan items that are lost will incur a replacement cost which is determined by the lending library. Any costs incurred are the responsibility of the requestor and/or their department.
- Users who return Inter-Library Loan materials late will be issued with a formal warning and may lose Inter-Library Loan privileges.
- When ordering a copy of an item, a copyright declaration must be signed for by the requestor and all regulations outlined complied with in full. This ensures compliance with copyright legislation. MTU students, staff and other library users should familiarise themselves with MTU Library Copyright Guidelines before availing of Inter-Library loan services.
- MTU Libraries offer an ICL (Inter-Campus Loan) transfer service between campuses for registered staff and students only for items not available in the local library collection.

## 6. Compliance

Compliance with this policy extends to registered MTU students, staff, and all other library members. There is an obligation to comply with all aspects of this policy when using MTU Library's Inter- Library Loan service and abide by copyright legislation outlined in the MTU Library Copyright Guidelines. Failure to comply will result in Inter-Library Loan privileges being withdrawn.

## Document Control

### A. Document Details

<b>Title:</b>	Inter Library Loan Policy
<b>Owner(s):</b>	MTU Libraries
<b>Author(s):</b>	MTU Libraries Merger Group
<b>Version Number:</b>	2.0
<b>Status:</b>	Approved
<b>Effective Date:</b>	5 March 2025
<b>Review Date:</b>	4 <sup>th</sup> March 2028
<b>Data Classification:</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted/Internal Use <input type="checkbox"/> Confidential/Strictly Confidential

**Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

### B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?
1.0	1 <sup>st</sup> June 2021	Approved by MTU Library Merger Working Group	Yes
1.1	8 <sup>th</sup> November 2022	Under section 3.0, the Cork Centre for Architectural Education is now referred to as a specific location under the definition of MTU Libraries.	Yes
2.0	5 Mar 2025	Approved by MTU Library Policy and Procedure group and Collection and Subscriptions Group.  Section 3. Definition. Definition of Inter Library Loan added.  Section 3. Definition. Definition of Inter Campus Loan (ICL) added.  Section 5.3 Policy details. Explanation of ICL service added.	Yes

### C. Relevant/Related Existing Internal/External Documents

Government of Ireland (2019) **Copyright and Other Intellectual Property Law Provisions Act.**

MTU Library (2022) **Usage policy.**

MTU Library (no date) **Copyright Guidelines.**

MTU (2022) **Student code of conduct. 2.0.**

MTU (2022) **MTU IT Services student code of conduct.**

MTU Library (2022) **Collection Development Policy**

\*The above list is not exhaustive and other University documents may also be relevant.

### D. Consultation History

***This document has been prepared in consultation with the following bodies:***

This document has been prepared by the MTU Library Merger Working Group in consultation with the MTU Students' Union.

### E. Approvals

***This document requires following approvals (in order where applicable):***

Name	Date	Details of Approval Required
MTU Head Librarians	5/3/2025	Final Approval
MTU Vice President for Academic Affairs and Registrar (VPAAR)	7/3/2025	Final Approval

### F. Responsible for Communication and Implementation

***Manager/Functional Area responsible for communication and implementation:***

Title	Functional Area	Date Implemented
MTU Head Librarian	MTU Cork Campus Library	7/3/2025
MTU Head Librarian	MTU Kerry Campus Library	7/3/2025