

and authorize them on the original request.

2. It is recommended that in the interests of efficiency the lending library absorb costs which are nominal, such as for postage.

VII. *Conditions of Loans.*

1. The safety of borrowed materials is the responsibility of the borrowing library. In case of loss or damage the borrowing library is obligated to meet all costs of repair or replacement, in accordance with the preferences of the lending library.

2. The borrowing library is bound by any limitations on use imposed by the lending library. It is recommended to lending libraries that any limitations (such as "for use in library only") be based on the physical condition or the bibliographic character of the particular item rather than be imposed on all materials lent.

3. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with copyright law and American Library Association policy.

VIII. *Placement of Requests.*

1. Libraries should exhaust local resources and make an effort to locate copies through the use of bibliographical tools, union lists, and union catalogs. Requests should be made to one of the nearer institutions known to possess the desired material. Care should be taken, however, to avoid concentrating requests on a few libraries.

2. In the absence of special agreements, requests should normally be placed by mail using the standard ALA forms, or by teletype using a format based on the ALA interlibrary loan form. When an urgent request is made by telephone, this initial request should be immediately followed by the confirming ALA form.

IX. *Form of Request.*

1. Materials requested must be described completely and accurately following accepted bibliographic practice.

2. Items requested should be verified and sources of verification given, and for this purpose borrowing libraries should have access to basic bibliographic tools. When the item requested cannot be verified, the statement "Cannot verify" should be included with complete information on the original source of reference. If this provision is disregarded and the bibliographic data appear to be incorrect, the request may be returned unfilled without special effort to identify the reference.

3. The name and status (position or other identifying information) of the individual for whom the material is being requested should be included on the request form.

4. A standard ALA interlibrary loan form should be used for each item requested (or an ALA photoduplication order form, when it

is known that copies will be supplied and payment required).

5. All correspondence and shipments should be conspicuously labeled "Interlibrary Loan."

X. *Duration of Loan.*

1. Unless otherwise specified by the lending library, the duration of loan is normally calculated to mean the period of time the item may remain with the borrowing library, disregarding the time spent in transit.

2. The borrowing library should ask for renewal only in unusual circumstances, and a second renewal should never be asked for without a specific explanation. The renewal request should be sent in time to reach the lending library on or before the date due. The lending library should respond to renewal requests promptly; if it does not, it will be assumed that renewal for the same length as the original loan period is granted.

3. Material on loan is subject to recall at any time and the borrowing library should comply promptly.

4. The loan period specified by the lending library should be appropriate to the type of material.

XI. *Notification and Acknowledgment.*

1. The lending library is expected to notify the requesting library promptly whether or not the material is being sent; if the material cannot be supplied, the lending library should state the reason.

2. Except in the case of very valuable shipments, no acknowledgment of receipt is necessary. If there is undue delay in receipt, however, the receiving library has a responsibility to notify the lending library so that a search may be initiated promptly.

XII. *Violation of Code.*

Continued disregard of any of the provisions of this code is sufficient reason for suspension of borrowing privileges. ■■

SENATOR HILL HONORED

SENATOR LISTER HILL was honored on June 20 at the National Library of Medicine by the library's Board of Regents and staff. Paying tribute to the Senator, who is retiring after over forty years of public service, were Alabama's Junior Senator, John Sparkman, who served with Mr. Hill in the Senate for more than twenty years; U.S. Department of Health, Education, and Welfare Secretary Wilbur J. Cohen; Worth B. Daniels, M.D., first chairman of the Presidentially-appointed Board of Regents of the National Library of Medicine and Mr. Hill's personal physician; colleagues from both Houses of the Congress; officials of the Department of Health, Education, and Welfare; and many other friends from the biomedical community. ■■

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