Interlibrary Loan Policy

1. Interlibrary loans for courses or research at MIT are available to both current staff and students for items that are not part of MIT library collections. Note: The library is not funded to provide interlibrary loans for staff and students undertaking courses of study at other institutions. People in this situation should use that institution’s facilities.

2. Online interlibrary loan forms are available from the library’s website or can be downloaded as a pdf. Queries should be directed to library@manukau.ac.nz.

3. Copies requested via the interlibrary loan service are provided in accordance with the New Zealand Copyright Act 1994 for private study or research only. The Copyright Act 1994 prohibits the sale, letting for hire or copying of copies.

4. Students may submit up to four interlibrary loan requests per assignment. Staff and postgraduate use of interlibrary loan is unlimited, within library staff capacity. If you submit a large number of requests, you may be asked to prioritise them.

5. We will try to meet the date needed specified by the requester, however this is not always possible. If we are not able to supply the item requested within a reasonable timeframe or cost, the library will notify the requester as soon as possible.

6. Where possible, requests will be sent first to non-charging libraries. Interlibrary loans are charged to the library budget except for those that incur an additional urgent charge. These will be billed to individuals or Faculties/Schools.

7. Exceptions to any of the above must be negotiated with the Institute Librarian.

8. Interlibrary loan traffic and costs are monitored on a monthly basis. Any trends not able to be supported by the current budget will be reported to Faculty Deans and may result in the revision of this policy.

Pat Liao
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