

NMIT Library Interloan Policy

Statement of Purpose

The New Zealand Interloan Scheme, jointly administered by LIANZA and the National Library of New Zealand, is a national resource sharing cooperative for libraries wishing to share their collection resources in order to enhance access to information for the benefit of their customers/clients and the people of New Zealand.

The Scope of Interloan

- I. A library should not rely on borrowing resources which it could reasonably be expected to purchase itself.
- II. Libraries supplying resources may charge for that service.
- III. Every library has the right to refuse to lend an item.

Membership of Interloan

NMIT is a charter member of the Interloan scheme and as such agrees to the following requirements:

a. As Supplier

- I. to report holdings to the National Union Catalogue (as currently represented by Te Puna)
- II. to supply/lend collection materials wherever possible
- III. to comply with s.50-56C and all other relevant sections of the Copyright Act 1994
- IV. to meet a turnaround time for the majority of incoming requests of dispatch within 72 hours (3 working days) or, if this is not possible, respond to the requesting library within 48 hours (2 working days) of receipt of a request.

b. As Requester:

- I. to take due care and responsibility for all items borrowed
- II. to return or renew items by the due date
- III. to pay all charges levied by the supplying library in the form and timeframe required by the supplying library

- IV. to provide the Interloan Billing Scheme with contact, GST and other details necessary for billing purposes, and pay IBS invoices by direct debit on the date specified.

NMIT Services to Interloan Libraries

- I. NMIT will supply free of charge to libraries with which it has a negotiated reciprocal non-charging agreement. See appendix i for a full list of these libraries.
- II. All other libraries will be charged \$14.00 for each request supplied.
- III. NMIT does NOT supply to:
 - libraries outside of New Zealand
 - Non-IBS (Interloan Billing Service) users.
- IV. NMIT does NOT supply the following:
 - Restricted Loan items
 - Items acquired within the past six months
 - Not for Loan or Reference items
 - e-resources sourced via databases to which NMIT subscribes

Services to NMIT Students

- I. Students are entitled to three interloans per assignment, this includes both books and periodical articles.
- II. It is essential that the requester provides complete and accurate information when submitting a request. Requests should be listed in order of priority.
- III. The Library will endeavour to fill student requests free of charge from Libraries with which NMIT has negotiated a reciprocal non-charging agreement.
- IV. Items that have to be borrowed from a Library which charges for its service will only be actioned with the permission of the requester. The cost of the request will be passed on to the student.
- V. Students will be required to pay the replacement cost of any items borrowed on interloan that are lost or damaged.
- VI. Students enrolled on courses offered by other institutions should use the interloan and lending services provided by that institution.

Services to NMIT Staff

- I. Staff may request interloans relating to the curriculum or research that has been approved by the NMIT Research and Ethics Committee. Interloans are not provided for personal interest or study unrelated to the curriculum/research.
- II. It is essential that the requester provides complete and accurate information when submitting a request. Requests should be listed in order of priority.
- III. Staff will be required to pay the replacement cost of any items borrowed on interloan that are lost or damaged.

Standards for NMIT staff

- I. NMIT Interloan staff will endeavour to process all requests for resources within 72 hours (3 working days) of receipt of the request.
- II. Requests will be processed in the order they are received.
- III. While Interloan staff make every effort to promptly obtain requests they cannot take responsibility for delivery of resources or the service at other libraries.

2015 Reciprocal Interloan Agreements

NMIT does not charge/is not charged for interloans provided to/borrowed from the following libraries.

HLib Libraries (Health Information Libraries consortium) See Appendix ii

Polytechnic Libraries

| | |
|---------------|---|
| ACT - | Unitec Institute of Technology |
| CPY - | CPIT – (Christchurch Polytechnic Institute of Technology) |
| GRPY - | Tai Poutini Polytechnic (Greymouth) |
| HPY - | Wintec (Waikato Institute of Technology) |
| IPY - | SIT (Southland Institute of Technology) |
| MNPY - | Manukau Institute of Technology |
| NACY - | EIT (Eastern Institute of Technology) |
| NPPY - | WITT (Western Institute of Technology at Taranaki) |
| PETE - | Weltec (Wellington Institute of Technology) |
| POCY - | Whitireia (Porirua) |
| PPY - | UCOL (Universal College of Learning – Whanganui, Palmerston North, Masterton) |
| ROCY - | Waiariki Institute of Technology |
| TAUY - | BOPPoly (Bay of Plenty Polytechnic) |
| TCY - | Aoraki Polytechnic (Timaru, Ashburton, Oamaru, Christchurch Dunedin) |
| WHCY - | North Tec (Northland) |

Top of the South Libraries

| | |
|----------------|------------------------------------|
| NEP - | Nelson Public Libraries |
| TASP - | Tasman District Libraries |
| TASPM - | Tasman District Libraries: Motueka |
| BM - | Wairau Hospital Staff Library |
| BP - | Marlborough District Libraries |

Public Libraries

| | |
|--------------|---------------------------------|
| ROP - | Rotorua District Library |
| KAP - | Kapiti Coast District Libraries |

Government Libraries

WSS - Ministry of Social Development

HLib Libraries (Health Information Libraries consortium) A-Z List

| Lib Symbol | Library Name | SEQ 1214 | Band 2015 |
|-------------------|---|-----------------|------------------|
| ACT | UNITEC Institute of Technology Library | 29 | 4 |
| AMHF | Information Service & Resource Centre, Mental Health Foundation of NZ | 12 | 2 |
| BM | Nelson Marlborough Health Services Ltd Library | 11 | 2 |
| CABC | Allan Bean Centre Library | 20 | 3 |
| CM | Canterbury Medical Library, University of Otago, Christchurch | 35 | 5 |
| GM | Tairāwhiti District Health Clinical Library | 30 | 4 |
| GRM | West Coast District Health Board Library | 8 | 1 |
| HAM | Hawke's Bay District Health Board Library | 21 | 3 |
| HM | Waikato District Health Board Library | 27 | 3 |
| IPY | Southern Institute of Technology Library | 15 | 2 |
| LM | Hutt Valley District Health Board Library | 7 | 1 |
| MM | Wairarapa District Health Board Clinical Library | 3 | 1 |
| MNPY | Manukau Institute of Technology Library | 37 | 5 |
| NACY | Twist Library, EIT Hawkes Bay | 26 | 3 |
| NEPY | Nelson Marlborough Institute of Technology Library | 33 | 4 |
| NPM | Taranaki District Health Board Library | 14 | 2 |
| NPPY | Western Institute of Technology at Taranaki Library | 22 | 3 |
| NSM | Waitemata District Health Board Library | 24 | 3 |
| OTM | Counties Manukau District Health Board Library | 23 | 3 |
| PM | MidCentral Health Centennial Clinical Library | 9 | 1 |
| POCY | Whitireia Community Polytechnic Library | 28 | 4 |
| PPY | Universal College of Learning (UCOL) Library | 34 | 4 |
| ROCY | Waiariki Institute Of Technology Te Wairere Library Learning Centre, | 41 | 5 |
| ROM | Lakes District Health Board Library | 25 | 3 |
| SM | Southern District Health Board Libraries | 10 | 2 |
| TAUM | Bay of Plenty DHB, Tauranga Hospital Library | 19 | 3 |
| TM | South Canterbury District Health Board Staff Library | 5 | 1 |
| WAL | Health Promotion Agency Library | 16 | 2 |
| WAM | Whanganui District Health Board Medical Library | 13 | 2 |
| WAT | Accident Compensation Corporation Information Services | 1 | 1 |
| WCC | CCS Disability Action Information Service | 39 | 5 |
| WD | Defence Library, HQ New Zealand Defence Force | 2 | 1 |
| WED | Ministry of Education Library | 6 | 1 |
| WH | Ministry of Health Library | 18 | 2 |
| WHCY | NorthTec Library | 36 | 5 |
| WHM | Northland District Health Board Staff Library | 17 | 2 |
| WIHC | IHC New Zealand Library and Information Service | 40 | 5 |
| WKM | Bay of Plenty DHB, Whakatane Hospital Library | 32 | 4 |
| WNUA | New Zealand Nurses' Organisation Library | 31 | 4 |
| WPHS | Pharmaceutical Society of New Zealand Inc. Library | 35 | 5 |
| WWOM | Ministry for Women Library | 4 | 1 |