



## Leonard Lief Library Interlibrary Loan Privileges and Responsibilities

The Leonard Lief Library's Interlibrary Loan service gives patrons access to materials not available on campus or through the CUNY Libraries Inter-Campus Service (CLICS).

- Interlibrary Loan services are available to Lehman College faculty, staff, graduate students, and undergraduate students enrolled in the Honors College. The Interlibrary Loan Office will process up to ten requests per week per patron for a total of 170 per semester.
- Books or other materials borrowed through Interlibrary Loan must be signed out on pick up and signed in on return. Students may borrow five interlibrary loan books only at one time.
- Patrons are responsible for paying occasional fees for lending or photocopying materials. If the patron is unable to pay, the request will be returned. Failure to pay will result in loss of future Interlibrary Loan privileges.
- Lending libraries set their own due dates and usage restrictions, which must be adhered to by Lehman patrons. Failure to return materials on time will jeopardize future Interlibrary Loan privileges. A title may be renewed twice, if the lending library approves.
- Reference and Reserve materials, entire issues of journals, eBooks and music recordings are not available through Interlibrary Loan. Faculty may borrow videotapes and DVDs for teaching use only. These materials can only be renewed once.
- Patrons will be charged for loss or damage to Interlibrary Loan materials.
- The Library reserves the right to decline a photocopying request if it violates copyright or other legal restrictions.