

Loans and Inter-library loan request and copyright declaration: procedures



Loans

Members of the Academy and staff may borrow certain categories of Library materials for in-house or home use.

1. To avail of this facility, a loan form must be completed. This form includes relevant bibliographical details, shelf marks etc. and must be signed by the borrower.
2. Loan slips are filed for the duration of the loan. Data are transferred to the appropriate catalogue record for the loan item but these data are on fields visible only to Library staff using a passcode.
3. Anonymised loan data are computed annually for statistical purposes.

Retention Schedules for Loan forms and records:

- 1 Loan forms are destroyed on return of the borrowed item.
- 2 Return dates are recorded on the item record but at that point the borrower's name is deleted from the record.

Inter-library loans

Academy Members and staff may apply for items on **Inter-Library Loan (ILL)** provided that these are for work-related research or information.

1. Applicants for ILLs must complete a request form and sign the requisite copyright declaration.
2. Details of the loan item, the lending library, borrower or borrowing department, contact details etc. are input to a secure, passworded ILL database maintained by the Library.
3. If applications are initiated by email, a form will be sent to the requester for completion and signature.
4. Loans are computed annually for statistical purposes.
5. Spreadsheets are generated recording the following data:
Borrowing Dept.; Request no.; Accounts to which payment to be transferred, e.g. library Income; Miscellaneous Income (postage costs).
The spreadsheet will be forwarded to Accounts on a quarterly basis to enable transfers.

Retention Schedules for ILL forms and records:

- 1** Applications are retained for three years for audit purposes and thereafter securely shredded.
- 2** The borrower's name and other personal data are deleted upon return of the loan.
- 3** Other loan data are deleted after seven years.
- 4** Relevant Accounts data will be retained by the Accounts Department for seven years.

Version 4, S. Fitzpatrick, Librarian
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