

Monte Linas Library System

INTERLIBRARY LOAN AND DOCUMENT DELIVERY

If the user is looking for a document he or she is interested in and it is not available in the library, he or she can ask the staff of his or her library to search for the document in other libraries and then submit a loan request.

The lending of documents held by other libraries takes place through inter-library loan (i.e. that relating to libraries belonging to the library pole of the Region of Sardinia) or inter-library loan (i.e. that relating to libraries throughout Italy).

The service is free of charge, but in some cases, the lending libraries, at their discretion, may require the user to pay service charges.

In addition, through Document Delivery, it is always possible for users to request digital or hard copies of individual parts of documents held by the Library, in compliance with copyright laws.

For users of the Monte Linas System libraries

Requesting documents from other libraries

- *the service is guaranteed to all members of the Monte Linas Library System in good standing;*
- *documents held by libraries in Sardinia or by national libraries participating in the Interlibrary Loan Service may be requested;*
- *a maximum of 3 documents can be requested per reader;*
- *the request is made in person to the librarian, and can only be cancelled if not yet forwarded to the lending library;*
- *the requesting library will notify the reader when the document arrives (from then on, the days allowed for lending begin);*
- *the reader must comply with the conditions and any fees charged by the lending library. He/she is personally liable for any loss of or damage to the publications he/she has borrowed.*

For Libraries

Request for documents from the Monte Linas Library System

- *the loan period for library material is 30 days from the date of arrival of the document;*

- *the loan period for multimedia material is 10 days from the date of arrival of the document;*
- *home loan of consultation-only documents received under interlibrary loan is prohibited*
- *the following are excluded from lending:*
 - works in a precarious state of preservation*
 - periodicals*
 - DVDs or VHS intended for consultation in place of the original document*
 - general reference material, including dictionaries, encyclopaedias, catalogues and bibliographical directories, or considered of bibliographical importance in relation to the specificity and integrity of the collections or new books.*

Document Delivery

The document delivery (DD) service is activated to satisfy user demand for documents not present in the library the documents are requested from another library and supplied in reproduced copies. The Monte Linas System provides a document delivery service to libraries and private individuals. Requests must contain all useful data for the retrieval of materials.

- *Any costs shall be borne by the user who makes the request on a form duly completed in all its parts.*

Requests can be made in the following ways:

- *In presence*
- *by email, to the address of the reference library.*