

**Center for Adventist Research
James White Library
Andrews University**

**Policy Regarding Interlibrary Loan Requests
and Distributed Education Students**

March 18, 2004

The Center for Adventist Research (CAR) is happy to do whatever we can to aid research. We are also very aware of our responsibility to protect our resources. We have regulations and procedures which we feel do what we can to serve researchers as well as to protect our resources which are often quite fragile.

Materials in the Center do not circulate outside of the CAR Reading Room. CAR is willing, however, to provide photocopies of most materials in the Center for scholarly use. Any photocopy request may be limited by the Center's photocopy policy which aims to protect and preserve all CAR material.

Interlibrary Loan Request

1. Requests for materials received from institutions via the electronic interlibrary loan system (ILL) will be forwarded to CAR for consideration. ILL requests received via electronic ILL program will be responded to by ILL in its normal manner. ILL requests via regular mail will be treated and processed as a regular photocopy request to the CAR (see the next section below).
2. If CAR determines copies are possible, ILL will relay the approximate cost, if any, to the requesting library for their approval. Once approval is received CAR will either make the original item available for electronic transfer or photocopies of the requested material(s) as governed by our regulations and policies. Certain libraries have reciprocal agreements with JWU. These agreements will be honored if the amount requested is less than 20 pages. If over 20 pages then usual charges will apply. Seventh-day Adventist institutions limit will be 40 pages.
3. Completed requests will be mailed to the requesting institutional Interlibrary Loan office along with an invoice, if applicable, payable to the James White Library. Payments should go to CAR.
4. Reasonable requests can usually be done in about a week during regular school terms, depending on staff time and volume of requests from other requesters.

Distributed Education Students

These requests are handled as any other off-campus request for photocopies.

General Procedure

1. Requester should access the Library's online catalog [www.andrews.edu/library] to make selection. The request must be specific title, journal citation, pages, call #, etc. CAR personnel do not have time to do research for individuals. If this is needed we will refer you to someone who will do research for a fee.
2. Contact the center at car@andrews.edu to make your request. Or, the request can be sent to Center Adventist Research, James White Library, Andrews University, Berrien Springs, MI 49104-1400 USA.
3. Center personnel will determine if the material may be photocopied and what costs are involved. This information will be relayed to the requester via e-mail or regular mail.
4. Once completed, the photocopies will be mailed to the requester along with an invoice. If the invoice is over \$20, prepayment may be necessary.

Costs and Other Considerations

- * Minimum fee is US\$3.00.
- * US\$0.25 per page. This includes shipping to USA and Canadian addresses. Other addresses or especially large shipments will require additional postage. Requests needed in less than a week will incur additional fees if staff time permits acceptance of the request.
- * These procedures and costs are detailed in the Center's web page under Photocopy and Research Requests. See also the Photocopy Policy for additional information: <http://www.andrews.edu/library/car/index.html>.
- * Requests for obituaries are specifically excluded and are governed by the existing policy regarding requests for obituaries. See Seventh-day Adventist Cooperative Obituary Project on the Center's web page. <http://www.andrews.edu/library/car/index.html>