



COMMITTEE ON INSTITUTIONAL COOPERATION

CIC Shared Print Repository Journals Resource Lending Policy

Guidelines for Accessing the CICSPR Holdings for CIC Member Libraries

1. Borrowing and Lending Policies for CIC Members
 - a. Electronic document delivery will be provided for article-level requests in black and white or, by special request, color. Users who require access to the print copy must indicate this request specifically.
 - b. Print volumes will circulate to all CIC member libraries and their branch campuses for in-library use only.
 - c. Physical volumes may be borrowed for 12 weeks and are subject to recall. Renewals are permitted and must be made in advance of the original due date. Renewals will add one four-week extension.
 - d. Consistent with CIC practice, requested print or scanned items should be ready to ship within 24 hours.
2. Fees
 - a. Consistent with CIC practice, there will be no lending fees charged for loans or copies, including no fees for shipping.
 - b. Minimum \$300 fee for unreturned or lost serial volumes.
 - c. Nonrefundable processing fee of \$75.00 for lost items; fee will be collected by host institution.
 - d. The CIC SPR host institution may assess additional charges in special circumstances.

Guidelines for Access to CIC SPR Resources for Non-CIC Member Libraries

1. Borrowing and Lending Policies for CIC Affiliated Campuses
 - a. Branch campuses of CIC institutions may request materials under the CIC policies above to maintain existing access agreements. A complete list of OCLC symbols approved for loans of physical volumes can be found in Appendix A.
 - b. All other libraries may only request copies of articles to be delivered electronically.
 - c. Photocopies will not be provided.
2. Fees
 - a. IFM /invoiced fee of \$20.00/25.00 for copies of 1–50 pages delivered electronically.

Lost or Damaged Volumes

1. Replacement Policies
 - a. Replacing Lost Items
 - i. Every effort will be made to replace lost or damaged volumes.
 - ii. The replacement policy will be reviewed biennially to determine the continued necessity of replacing materials as practices among publishers and shared print repositories evolve.

Lost or Damaged Volumes (continued)

- b. Fees and replacement costs will be collected and retained by the host institution.
- c. If the cost of replacement exceeds the fees collected, the borrowing institution is responsible for any additional costs.
- d. The host institution will assume responsibility for locating a copy of any lost or damaged materials that will be replaced.
- e. Physically loaned items will be re-validated by the host institution upon return to ensure their completeness.

Statistics

1. Statistics will be compiled monthly and reported quarterly to CIC libraries.
2. The following statistics will be compiled and reported:
 - a. Requests fulfilled with subtotals:
 - i. By delivery method: scan, physical loan (including number of titles and volumes loaned).
 - ii. By member and by non-member institutions.
 - b. Requests not filled, with reasons.
 - c. Volumes lost and replaced.
 - d. Volumes lost and not replaced.
 - e. Volumes damaged and repaired/replaced.
 - f. Volumes damaged and not repaired/replaced.

Working Group on Public and Access Services
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**CIC Shared Print Archive
Operating Principles**

- Services of the Shared Print Repository will be available to all CIC libraries.
- Non-contiguous branch or system libraries will maintain currently supported access. Services covered in this policy will be extended to all libraries covered under existing agreements.
- Although the CIC SPR is not a dark archive, preservation is one goal for the project. Sustained maintenance of print copies of secured titles will ensure availability of access for member libraries.
- CIC SPR holdings will use a distinct OCLC symbol to facilitate resource sharing.
- Fulfillment will commonly involve delivery of a scanned digital surrogate unless the user specifically requires access to the original print volume.
- Existing interlibrary loan channels and policies will be used to borrow physical volumes and to request scanned copies of articles.
- The CIC SPR and its users will follow the Interlibrary Loan Code of the United States and the IFLA Guidelines for Best Practices in Interlibrary Loan and Document Delivery.
- Loans of physical volumes should be restricted to CIC and affiliated libraries. Any library may request electronic document delivery of an article following standard procedures and guidelines.
- Statistics consistent with those collected by other shared print repositories will be compiled and reported on a regular basis.

Appendix A: OCLC Symbols that may borrow a physical volume from the CIC SPR.
(In Alphabetical Order)

CGU	University of Chicago Library
CRL	Center for Research Libraries
EEM	Michigan State University Libraries
EMI	University of Michigan Law Library
EUQ	University of Michigan Flint Campus
EYD	University of Michigan Dearborn Campus
EYM	University of Michigan
GZE	University of Wisconsin Eau Claire
GZH	University of Wisconsin Ebling Medical Library
GZL	University of Wisconsin Law
GZM	University of Wisconsin
GZO	University of Wisconsin Oshkosh
GZP	University of Wisconsin Parkside
GZS	University of Wisconsin Stout
GZT	University of Wisconsin Whitewater
GZU	University of Wisconsin La Crosse
GZV	University of Wisconsin Platteville
GZW	University of Wisconsin Green Bay
HL8	University of Iowa Health Sciences
HV6	Indiana University, Purdue University, Fort Wayne
I3U	Indiana University South Bend
IAS	University of Illinois at Springfield
IAX	University of Illinois at Chicago Library of the Health Sciences, Chicago
IAY	University of Illinois at Chicago
IE0	Indiana University East
IF6	University of Illinois College of Medicine, Peoria
IF7	Library of Health Sciences at Rockford
IF8	University of Illinois College of Medicine, Urbana
ILI	Indiana University Ruth Lilly Law Library
IN0	Indiana University Northwest
INL	Northwestern University Law
INM	Northwestern University Health Sciences
INU	Northwestern University Library
IPL	Purdue University Libraries
IU0	Indiana University Kokomo
IU5	Indiana University Medical Library
IUB	Indiana University School of Law
IUD	Indiana University School of Dentistry
IUL	Indiana University
IUM	Indiana University School of Medicine
IUP	Indiana University, Purdue University, Indianapolis (IUPUI)
JCR	Northwestern University Transportation
LDL	University of Nebraska Lincoln
LUI	University of Iowa Law
LUM	University of Maryland Law
MCR	University of Minnesota Crookston

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MDU	University of Maryland Health Sciences and Human Services Library
MHY	Pennsylvania State University Hershey
MII	Minitex
MLL	University of Minnesota Law Library
MND	University of Minnesota Duluth
MNP	University of Minnesota St. Paul
MNU	University of Minnesota
MXN	University of Minnesota Morris
MUB	University of Maryland—Baltimore Campus
NJR	Rutgers University
NJRL	Rutgers University School of Law - Camden
NUI	University of Iowa (Main and Health Sciences)
OAG	Ohio Agricultural Research and Development Center
OHL	Ohio State University Law
OS2	Ohio State University Health Sciences
OSU	Ohio State University Libraries (Thompson Library)
RULAW	Rutgers University Law Library
UIU	University of Illinois Library
UMC	University of Maryland—College Park
UMDES	University of Maryland Center for Environmental and Estuarine Studies
UME	University of Maryland—Eastern Shore
UMM	University of Minnesota Bio-Medical
UPM	Pennsylvania State University
WCZ	University of Wisconsin Fox Valley
WDA	University of Wisconsin Marinette
WDB	University of Wisconsin Manitowoc
WIE	University of Wisconsin Superior
WIH	University of Wisconsin Historical Society
WIS	University of Wisconsin Stevens Point
WIX	University of Wisconsin Steenbock Library
WJT	University of Wisconsin Marathon
WKU	University of Wisconsin Waukesha
WRF	University of Wisconsin River Falls
WUE	University of Wisconsin Madison Kurt F. Wendt Engineering Library
WUN	University of Wisconsin Barron
WUO	University of Wisconsin Fond du Lac
WUT	University of Wisconsin Marshfield
WUU	University of Wisconsin Richland
WUV	University of Wisconsin Rock County
WUW	University of Wisconsin Sheboygan
WUX	University of Wisconsin Washington
WUZ	University of Wisconsin Baraboo
XPJ	Indiana University, Purdue University, Columbus
XUN	Indiana University Southeast