



Big Ten Academic Alliance Shared Print Repository Serials Resource Lending Policy

Guidelines for Accessing the Big Ten Academic Alliance SPR Holdings for Member Libraries

1. Borrowing and Lending Policies for BTAA 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 BTAA 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 4-week extension.
 - d. Consistent with BTAA practice, requested print or scanned items should be ready to ship within 24 hours.
2. Fees
 - a. Consistent with BTAA 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 Big Ten SPR host institution may assess additional charges in special circumstances.

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

1. Borrowing and Lending Policies for BTAA Affiliated Campuses
 - a. Branch campuses of Big Ten Academic Alliance institutions may request materials under the BTAA 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.
- 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 and reported semi-annually to BTAA 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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Big Ten Academic Alliance Shared Print Archive Operating Principles

- Services of the Shared Print Repository will be available to all BTAA 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 Big Ten 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.
- Big Ten SPR holdings will follow OCLC best practice for serials 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 Big Ten 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.
- 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 physical volumes from the Big Ten SPR under Member and Partner terms:

(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	(continues)
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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	
MNX	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	