



NATIONAL UNIVERSITY
Learning Resource Center

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INTERLIBRARY LOAN SERVICES



<https://lrckoha.national-u.edu.ph>



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[/NULRC](https://www.facebook.com/NULRC)



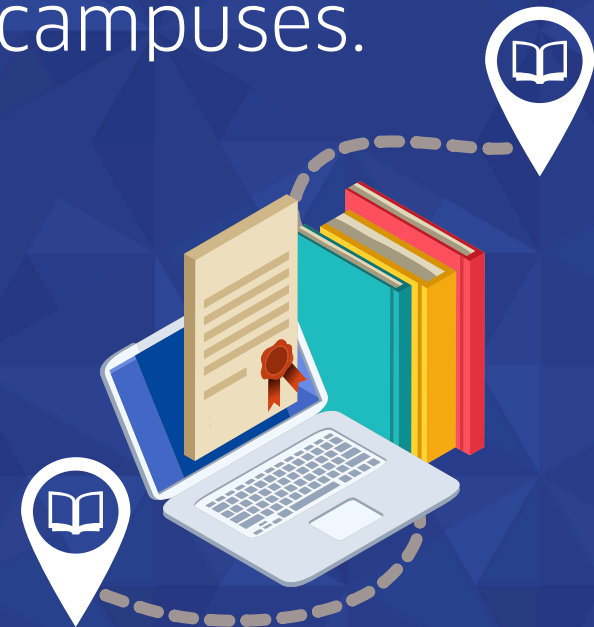
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INTERLIBRARY LOAN SERVICES

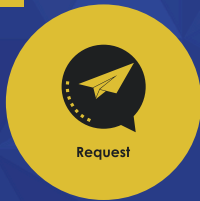
Refers to a service that allows LRC to borrow materials from different NULRC campuses.





PROCEDURES ON INTERLIBRARY LOAN SERVICES

Step 1



REQUEST THE MATERIALS - If the materials needed are not available in the LRC Manila but it can be found in the other NULRC campuses, the LRC users can request the materials to the Readers' Services Librarian/in-charge.

Step 2



ACCOMPLISH THE INTERLIBRARY LOAN (ILL) FORM AT THE READERS'S SERVICES COUNTER - If the material is available, the LRC users shall accomplish and return the ILL form to the Readers' Services Counter.



PROCEDURES ON INTERLIBRARY LOAN SERVICES

Step 3



ARRANGE THE DELIVERY SERVICE BOOKING - If the materials is found within NULRC campuses in Luzon, the Readers' Services Librarian/in-charge shall arrange for a delivery service booking.

Note: The LRC is responsible for covering the associated booking fee. Once the materials is entrusted to the delivery rider, the LRC assumes liability for any loss or damage to the materials.

Step 4



NOTIFY THE AVAILABILITY OF MATERIAL FOR CHECK OUT - The Readers' Services Librarian shall notify the LRC users of the availability and readiness of material for checkout.

PROCEDURES ON INTERLIBRARY LOAN SERVICES

Step 5



REQUEST AN ELECTRONIC COPY - If the material is found outside the NULRC Campus in Luzon, the Readers' Services Librarian/in-charge shall request an electronic copy to the NULRC Campus librarian.

Step 6



NOTIFY THE LRC USERS THAT ONLY PORTION OF THE MATERIAL CAN BE SCANNED - The Readers' Services Librarian/in-charge shall notify the LRC users that only portion of the material can be scanned and sent via email.

PROCEDURES ON INTERLIBRARY LOAN SERVICES

Step 7



REQUEST THE DESIRED MATERIALS - The LRC users shall send a request to the Readers' Services Librarian/in-charge for the desired materials.

Step 8



SEND THE SCANNED COPY TO THE LRC USERS - The Readers' Services Librarian/in-charge shall send the scanned copy of the material to the LRC users.