

APPROVED

by Order No. V-04 of 2020-02-21,  
issued by the Director of the Wroblewski Library  
of the Lithuanian Academy of Sciences

RULES FOR THE USE OF THE INTERLIBRARY LOAN SERVICE IN THE WROBLEWSKI  
LIBRARY OF THE LITHUANIAN ACADEMY OF SCIENCES

**I. General provisions.**

1. These rules have been developed in compliance with the legislation regulating the activities of the Wroblewski Library of the Lithuanian Academy of Sciences (hereinafter, the Library).
2. The Interlibrary Loan (ILL) service and the International Interlibrary Loan (IILL) service is a form of cooperation between libraries when a library lends library materials or provides copies of library materials to another national or foreign library.
3. The following entities or persons have a right to use Interlibrary Loan in the Wroblewski Library:
  - 3.1. All users of the Library who have a valid reader's card;
  - 3.2. Lithuanian libraries or legal persons who have an ILL certificate (in accordance with Article 8.12 of the Law on Libraries of the Republic of Lithuania) or have concluded a contract for provision of ILL services;
  - 3.3. Libraries and institutions of other countries;
4. The Library reserves the right to change and supplement these Rules if needed.

**II. Procedure for reader service.**

5. Ordering, checking out and using ILL and IILL materials is carried out as follows:
  - 5.1. The procedure for payment for ordering materials through ILL and IILL is outlined in the price list for services provided by the Library (available on the Library's website [www.mab.lt](http://www.mab.lt) and at the Circulation Desk);
  - 5.2. The following materials may not be ordered through ILL and IILL: manuscripts; originals of encyclopedias, guides, manuals, dictionaries, bibliographies, journal sets, of publications in poor conditions, and of rare and valuable publications (published pre-1950);
  - 5.3. A user may submit no more than 5 orders at once;
  - 5.4. Order submission does not guarantee receipt of ordered items;
  - 5.5. Materials received by the Library through ILL and IILL may be used only on the premises of the Library until the due date specified by the lending library; materials sent by the Library may be used for 30 calendar days from the date of their shipping;
  - 5.6. Library materials or their copies received through ILL and IILL must be used in accordance with the Law on Copyright and the Related Rights of the Republic of Lithuania and the rules of the lending library (if such are specified). Received library materials or copies are only for personal use and may not be reproduced or published;
  - 5.7. Ordered materials are issued to the user who submitted the order upon presentation of his/her identity document;

5.8. A user pays the costs of the ILL and IILL services either in cash at the Cashier's Office of the Library or by bank transfer (for which details must be provided) upon the receipt of an invoice issued by the Accounting Office of the Library.

### **III. Rights, duties, and responsibilities of users.**

6. Users have the following rights:
  - 6.1. To be provided comprehensive information about the ILL and IILL services;
  - 6.2. To order and receive library materials or their copies from other libraries. The copies become the property of the user upon payment for copying services;
  - 6.3. To express his/her opinion, request or complaint regarding the work of the Library's ILL service (in accordance with the procedure specified by the Rules for the Use of the Wroblewski Library).
7. Users have the following duties and responsibilities:
  - 7.1. To handle materials received through ILL and IILL with care;
  - 7.2. To return materials received through ILL and IILL on time or to request extension of the loan period at least a week before the return date, if this is allowed by the lending library;
  - 7.3. To cancel an ILL or IILL order immediately after receiving information about the estimated price of the order;
  - 7.4. After the order has been shipped by the lending library, to pay shipping and copying costs.
  - 7.5. To comply with the provisions for rights, duties, and responsibilities specified by the Rules for the Use of the Wroblewski library (available on the Library's website at [www.mab.lt](http://www.mab.lt) and the Visitor Desk), other documents regulating the activities of the Library and these Rules.

### **IV. Rights, duties, and responsibilities of the ILL and IILL staff.**

8. The ILL and IILL staff have the following duties and responsibilities:
  - 8.1. To notify users about of the ILL and IILL service delivery;
  - 8.2. To provide the ILL and IILL services to users;
  - 8.3. To respond to an ILL or IILL request within 5 workdays, except in those cases when this is impossible due to incorrect contact details specified by the users on in the event of a failure of means of communication;
  - 8.4. Fulfilling an ILL or IILL request, to find the option most financially acceptable for the user at other Lithuanian libraries or libraries of other countries;
9. The ILL and IILL staff have the following rights:
  - 9.1. To collect and process personal data necessary for the ILL and IILL service delivery in accordance with procedure established by legislation;
  - 9.2. Not to issue materials received through ILL and IILL to a user and not to order any new materials for this user if he/she violates the Rules for the Use of the Wroblewski library and other legislation regulating services provided by the Library.