

**William J. Jameson Law Library**  
**The University of Montana School of Law**

**Interlibrary Loan Policies**

Updated: 2/11/2011

1. The Jameson Law Library offers ILL services only to the current students, faculty and adjunct faculty of the University of Montana School of Law.
2. The Jameson Law Library will lend only circulating treatises through ILL. Reference works, law reviews, microforms, audio-visual and special collections (Pope room, rare book room, archives, permanent reserves, class reserves) held by the Jameson Law Library will **not** be loaned through ILL
3. All ILL transactions will take place through OCLC. All loaned materials will be checked out to and under the responsibility of an OCLC ILL participating library.

When borrowing materials from other libraries the Jameson Law Library will:

Check with the acquisitions librarian to determine whether or not the title should be purchased rather than borrowed.

Respect any restrictions or limits placed on the use of borrowed materials by the lending library,

Avoid requesting materials from libraries that routinely charge for ILL services.

Use LVIS libraries (or other groups that refrain from charging) as lenders whenever possible.

Replace or repurchase damaged or lost borrowed materials.

When lending materials to other libraries the Jameson Law Library will:

Make a good faith effort to insure that end users are supplied with the materials they need.

Refrain from charging for postage or ILL services whenever possible.

Create and email digital copies rather than mailing paper copies whenever it is possible and expedient to do so.

Allow a 4 week circulation period (including mailing time) for all loaned materials regardless of format.

Allow borrowing libraries to renew materials if there are no holds placed on the materials.

Respond to requests to loan library materials only when they come through OCLC except in cases where requests come from Montana prisons via the U.S. Postal Service (see the policy for these requests below).

Expect borrowing libraries to adhere to all applicable copyright laws.

### ILL REQUESTS FROM MONTANA PRISONS

Requests from the Montana State Prison in Deer Lodge for books must be made through OCLC. Requests from the Montana State Prison in Deer Lodge for articles will generally be made to the State Law Library as per the long standing agreement between the state law library and the state prison. Requests that circumvent this agreement will be returned to the requestor.

Requests from the Crossroads Correctional Facility in Shelby for articles and cases will be filled as follows:

The inmate will request the article and or case in writing and notify the Jameson Law Library via the U.S. Postal Service. Library staff will then determine the number of pages that must be reproduced to fulfill the request and the amount that the copies will cost (at 15 cents per page single sided), and let the inmate know via the U.S. Postal Service. The inmate will then obtain a money order from the Crossroads Correctional Facility payable to The Jameson Law Library for the indicated amount and send it to the Jameson Law Library before any photocopying is done. On receipt of the money order, the case or article will be sent to the inmate via the U.S. Postal Service.

Requests from the Crossroads Correctional Facility in Shelby for books will be filled as follows:

There is currently no mechanism in place to lend books directly to the Crossroads Correctional Facility.