Sharing Special Collections through Interlibrary Loan in the B1G Academic Alliance

Brian Miller, Head of Interlibrary Services
The Ohio State University Libraries
The Big Ten Academic Alliance

University of Illinois
Indiana University
University of Iowa
University of Maryland
University of Michigan
Michigan State University
University of Minnesota
University of Nebraska-Lincoln
Northwestern University
The Ohio State University
Pennsylvania State University
Purdue University
Rutgers University-New Brunswick
University of Wisconsin-Madison
Partnered with University of Chicago

Image: https://www.btaa.org/library/libraries
Big Ten Resource Sharing Agreement

• “share items . . . as broadly as possible.”

• “Restrictions . . . should be kept to a minimum in keeping with the philosophy of openness that the Big Ten libraries value.”

• “rare, fragile, non-print or otherwise non-circulating materials . . . might be lent through a negotiated process.”
General collections

Special collections
BTAA Library Survey

• April 2017 survey to gauge level of collaboration between BTAA ILL offices and their special collections units

• 15 Big Ten institutions have 61 special collections units

  • 12 institutions (80%) filled copy requests from 43 special collections (70%)

  • 8 institutions (53%) filled loan requests from 9 special collections (15%)
BTAA ILL – Special Collections Task Force

**Interlibrary Loan heads**
- Brian Miller, The Ohio State University (Convener)
- Cen Cheng, Michigan State University
- Merrie Fuller, University of Michigan
- Joy Pohlman, University of Wisconsin

**Special Collections heads**
- Martha Conway, University of Michigan
- Matt Francis, Penn State University
- Sammie Morris, Purdue University
BTAA ILL – Special Collections Task Force

Two main questions:

• What are the **consortial values** to which we all agree? (Principles)

• What are the **expectations** we have for requesting and supplying special collections items through interlibrary loan? (Protocols)
Task Force Timeline

✓ May-July 2017: Set up Google Drive space; begin collecting and consulting relevant documents; decide general aims.

✓ Aug-Sept 2017: Discuss and draft our Principles.

✓ Sept-Oct 2017: Discuss and draft our Protocols.

✓ Nov-Dec 2017: Present draft to and obtain feedback from BTAA ILL Heads, Special Collections Heads, and Preservation Officers.

✓ Apr 2018: Finalize document and present to BTAA Library Directors.

Next up: Each BTAA library crafts or refines local workflows and decision-making processes for implementation.
Major influences
The Agreement

go.osu.edu/BTAAILLSpecColl

Big Ten Academic Alliance

PRICEINES AND PROTOCOLS
for Interlibrary Loan of Special Collections Materials

Prepared by the Big Ten Academic Alliance Interlibrary Loan – Special Collections Task Force, February 2018
Approved by the Big Ten Academic Alliance Library Directors, April 2018

The Big Ten Academic Alliance Heads of Interlibrary Loan (ILL) and Heads of Special Collections encourage the borrowing, lending, and digitization of appropriate selective special collections materials among our libraries in order to:

1. Optimize student and faculty access to these special research materials;
2. Support the long-term stewardship and preservation of these materials entrusted to our libraries;
3. Promote collaboration where library staff within and across our institutions work together to find resource sharing solutions.
The Principles

Access

- ILL and Special Collections should develop local policies to create and sustain the borrowing, lending, and digitization of special collections materials.
- Look for ways to say Yes to ILL requests; case-by-case consideration.

Preservation

- Digitize when possible.
- Loans from Special Collections should be last resort when other options exhausted.
- Okay to decline request when condition or circumstances warrant.

Collaboration

- Adopt collaborative mindset to maximize access.
- Accommodate fulfillment with existing resources.
- Care, handling, storage, and usage of special collections items are shared responsibilities by both borrowing and lending libraries.
The Protocols

Standard usage and shipping conditions for special collections loans:

1. Special Collections Reading Room Use only.
2. Photocopying permitted unless lender explicitly prohibits.
3. 30 day minimum loan period.
4. Ship trackable and insured in a box.
5. No adhesive label, tape, or sticky notes on items.
6. Borrowing library’s special collections reading room rules apply unless special instructions included by lender.
7. Borrowing library initiates and maintains communication with user and acts on behalf of lender, when permitted, to address certain patron requests.
Responsibilities of the Borrowing Library

1. Exhaust circulating collections at domestic libraries first for loan; re-request a special collection item from Big Ten lender as last resort.

2. Work with patron to determine extent of need.

3. Place lending library’s symbol at least 3x in string.

4. Indicate in Borrowing Note that special collection item desired.

5. Follow all usage, packaging, and shipping instructions from lender.

6. Handle carefully; return item in condition received; document and relay any issues.

7. Keep item in reasonably secure storage environment.

8. Report any damage; be responsible for any replacement/repair/compensation.
Responsibilities of the Lending Library

1. Review requests to supply items with due regard to access, security, and preservation.

2. Respond in a timely manner while allowing time for curators to review item.

3. For copies:
   a) Accept and fill requests for articles and chapters.
   b) Offer digitized surrogate, Table of Contents, audio transcript, etc, as substitute for loan if materials can’t physically be lent.
   c) When scanning, provide copy resembling original in appearance/legibility/completeness.

4. For physical loans:
   a) Conditional requesting library to indicate item is special collections item.
   b) Document item condition before shipment; include return shipping label and paperwork identifying pre-existing defects and any special usage/packaging/shipping restrictions.
   c) Upon item’s return, inspect piece and notify borrower of any irregularities.
Last step: Review / Develop local procedures

Example: Ohio State University Libraries

- Local task force: ILL, Preservation, each special collections unit
- Needed to work out details for . . .
  - Borrowing: Physical loans
  - Lending: Scans of small portions
  - Lending: Digitizing entire works
  - Lending: Physical loans
OSU Libraries Procedures for Interlibrary Loan of Special Collections Materials

Procedures for Interlibrary Loan of Special Collections Materials

22 May 2019

These procedures provide detail for Ohio State University Libraries' implementation of the framework document:
Big Ten Academic Alliance: Principles and Procedures for Interlibrary Loan of Special Collections Materials (2016)

go.osu.edu/OSUILLSpecCollProcedures

I. Borrowing Requests: Physical Loans

- If the item requested by an OSU user was published before 1928 in the U.S., OSU ILL staff will search:
  - HathiTrust, Internet Archive, and Google for an existing open-access digital copy. If none is found:
    - If the title was published in or after 1923, OSU ILL staff will send an interlibrary loan request
      through ILLiad to potential lending libraries.
  - If the requested item is in a special collection, potential lenders may send OSU ILL staff a
    pre-request notification.
  - Before attempting a special collections loan, OSU ILL staff will:
    - Exhaust all other domestic lenders first to try to obtain a loan from a circulating
      collection, and then:
      i. Exhaust all OSU domestic lenders first to try to obtain a loan from a circulating
         collection, and then:

II. Lending Requests: Scans of small portions (e.g., articles/chapters)

- Accepted from any requesting library

For OSU Thompson Library Special Collections (Rare Books and Manuscripts; William Chavet Collection of American Literature; Jerome Lawrence and Robert E. Lee Theatre Research Institute; Hilliard Research Library):

a. Article/chapter request comes in to OSU ILL office.

b. OSU ILL staff email request from ILLiad to thospcol@osu.edu (RAR/CHA/TRI items) or hillard@osu.edu (HIL items) for curator or their designee to review appropriateness of piece
   for article/chapter scanning. Review factors may include, but are not limited to: size, condition,
   and donor restrictions. If item is held in Thompson Library, Thompson Special Collections staff
   will pull it. If item is at off-site depository, OSU ILL staff will page it in Sierra using ILL Rare
   pseudopatron account for delivery directly to Thompson Special Collections Room 019 for
   review.

III. Lending Requests: Physical Loans

- Accepted from any requesting library

IV. Lending Requests: Scans of small portions (e.g., articles/chapters)

- Accepted from any requesting library

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   will pull it. If item is at off-site depository, OSU ILL staff will page it in Sierra using ILL Rare
   pseudopatron account for delivery directly to Thompson Special Collections Room 019 for
   review.

c. Curator or designee approves or declines item to be scanned:
   i. If declined, Special Collections staff will notify the original email in order to alert OSU ILL
      staff to cancel the request.
   ii. If approved
      1. Special Collections staff...
OSU Libraries Flowcharts for Interlibrary Loan of Special Collections Materials

go.osu.edu/OSUILLSpecCollFlowcharts
OSU Libraries **Streamer** for Interlibrary Loan of Special Collections Materials

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**PLEASE READ**

Special Collections item on Interlibrary Loan

- Required unappatining conditions for this loan:
  - Special collections reading room use only.
  - Photographing/scanning by library staff or photography to be used is permitted in accordance with U.S. copyright law.
  - 45 day loan period; no renewals.
  - Due date: __________
  - No adhesive labels, tags, or sticky notes may be applied to item.
  - Return via UPS on EzPak (no USPS library rate).
  - Insurance value for shipping: $__________
  - Carefully package and return this special collections item in the box and packaging from other returns.
  - Other instructions:

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**Item Condition Report**

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Return via UPS/EzPak to:

The Ohio State University Libraries
Interlibrary Services—Lending
1485 Neil Ave. Mail
Collegetown, OH 43210
614-292-9271
libraries@osu.edu

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go.osu.edu/OSUILLSpecCollStreamer
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614-688-8456

Big Ten Principles & Protocols
go.osu.edu/BTAAILLSpecColl

OSU ILL Special Collections Procedures
go.osu.edu/OSUILLSpecCollProcedures

OSU ILL Special Collections Flowcharts
go.osu.edu/OSUILLSpecCollFlowcharts

OSU ILL Special Collections Streamer
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QUESTIONS?

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