

ARCHE Interlibrary Loan / Interlibrary Use Committee Overview

History

Interlibrary cooperation has existed among the libraries of ARCHE (formerly the University Center in Georgia), since very early in the history of the organization, which was founded in 1938.

The earliest known standardized instructions for the handling of ARCHE ILL material can be found in University Center in Georgia Truck Delivery of Interlibrary Loans and Photocopies. ¹ This document was compiled in anticipation of the van delivery system, which began running between Athens and Atlanta in October 1970. ²

¹ Approved by the University Center Library Advisory Committee, August 4, 1970

² Interlibrary Loan Annual Report, University of Georgia, 1970-1971

Purpose

The ARCHE Interlibrary Loan/Interlibrary Use Committee promotes scholarship by facilitating access to the collective resources of member libraries via interlibrary lending and usage. Collaboration is furthered through active communication, discussion of relevant issues and problems, and the establishment of mutually acceptable policies and procedures governing consortial lending and usage.

Communication

Three communication tools are available to collaborating libraries.

A general listserv, ARCHE-ILL-ILU@LISTSERV.UGA.EDU, is open to Committee members and to additional library sharing staff at ARCHE institutions. It is used to communicate service or personnel changes, missing ILL items, schedule changes, or other information as needed.

A second mailing list comprised solely of officially appointed ARCHE ILL-ILU Committee members is available from the ARCHE staff. This list is used for any business related to the committee, such as policy communications and discussions among the membership, meeting scheduling and agenda setting, and other purposes as needed.

And third, ARCHE Web site, which includes a password protected area for ILL-ILU, (<http://www.atlantahighered.org/Collaboration/LibraryCollaboration/tabid/410/Default.aspx>), includes a current contact list, meeting notes, a list of Odyssey and Ariel info, van schedule and routing slip.

Login information is available from the ARCHE office or the ILL-ILU chair.

Structure

The Committee is composed of an interlibrary loan and an interlibrary use representative from each member or affiliated library. In some instances, this may be the same person.

The Committee is led by a chair and chair-elect, who serve for alternating two-year periods. For continuity, a new chair-elect is elected annually by the membership as the former chair-elect becomes the chair. Nominations for the chair-elect may be made by any member, and any member may serve. Both interlibrary loan and interlibrary use must be represented, one aspect by the chair and the other by the chair-elect. This results in rotating the chair annually between ILL and ILU. ¹

¹ Approved by the ILL-ILU Committee, 11-13-08

Appointment of Members

The university president or library director of each member and affiliated library may appoint one interlibrary loan representative and one interlibrary usage representative to serve on the Committee. Appointments are indefinite and at the discretion of the library director or president's office.

Committee Meetings

Meetings are held each fall and spring at a member or affiliated library. Meetings may occasionally be conducted electronically or postponed at the discretion of the membership.

Meeting Notes

Meeting notes are compiled by the chair and chair-elect, and include attendance, decisions, major topics of discussion, and action items to be completed after the meeting. Notes are distributed to the ILL/ILU Committee, the ARCHE Library Council, ARCHE, and are archived in the private Library Collaboration section of the ARCHE web site.