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Policy Document Approver	Academic Board
Responsible body/person	Academic Board
Next Review date	October 2028
Superseded documents	
Related documents	Library Policy Library Standards Library Report (Annual)
Related HE Standards	3.3.1, 3.3.3, 3.3.4

1. PURPOSE

To facilitate free or reduced-cost resource sharing amongst the AUT Affiliated College libraries, primarily aimed at enabling access to a wide variety of resources to AUT faculty and students enrolled in AQF level 8 courses and above.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. STEPS

STEP 1

An **approved requester** requests a **document delivery** (DD) chapter or article, or an **Interlibrary Loan** (ILL) book by filling in a request form made available by the requesting library, and which includes the required signed copyright declarations.

STEP 2

The Librarian of the requesting library receives the request and checks whether the person requesting is an approved requester.

STEP 3

The Librarian of the requesting library checks that the request complies with the allowable copying limits set by Copyright Law. If the request will exceed the allowable copying limits, the Librarian of the requesting library should communicate with the approved requester to advise such and ask if they would like to modify their request. If the request complies with Copyright Law, see step 4.

STEP 4

The Librarian of the requesting library searches the AUT **federated catalogue**, or other library catalogues and industry lists/registers such as the **ANZTLA** Australasian Union List of Theological Serials (AULOTS) to locate a library from which the item can be supplied.



STEP 5

The Librarian of the requesting library contacts the supplying library to request the item, specifying that it is for an approved requester.

STEP 6

The Librarian of the Supplying Library confirms:

- that the request comes from an AUT Affiliated College Library,
- whether they can supply the item, and
- if it is an **interlibrary loan** book which needs to be posted, specifies if and how postage should be paid.

STEP 7

A copy/record of the request with the accompanying copyright declarations as specified in the Copyright Act, 1968 is retained by both the requesting and supplying libraries.

STEP 8

In the case of a document delivery request, the supplying library locates the journal or book, makes a good quality scan of the chapter, pages or article and includes the appropriate Electronic Use Notice as the first page of the scan. The scan should also include the title page of the book or cover of the journal and any information needed to cite the item.

In the case of an interlibrary loan, the supplying library locates the book, processes the book/s through their local circulation system, indicates the due date of the book and packages it for postage. The supplying library may wish to use an Interlibrary Loan collar around the cover of the book showing which library is borrowing the book, the due date and the address for return.

STEP 9

Send the requested item.

In the case of document delivery, the request is emailed to the requesting Library. In the case of interlibrary loan, the item is posted or, if local, pickup/delivery of the item is confirmed.

STEP 10

Upon receipt of the item, the requesting library either forwards the email or passes on the physical interlibrary loan item to the approved requester.

STEP 11

In the case of interlibrary loans which incur postage charges, the requesting library should promptly pay any invoices for cost of postage or, if specified by the supplying library, upon returning the supplied resource the requesting library should include an unused postage-paid bag as a way to reimburse the supplying library for the cost of postage.



STEP 12

If statistics are kept, the requesting library and supplying library should account for them as they usually do.

STEP 13

Supplying Libraries, when receiving returned interlibrary loan materials should:

- Check items for damage. If found, follow up with requesting library
- Update records whether electronic or paper
- Check items back in as local circulation system dictates

STEP 14

Requesting libraries may apply to the AUT for a subsidy towards offsetting the cost of document delivery and interlibrary loans for HDR candidates, up to a limit of \$120 per candidate per year.

When claiming the subsidy per HDR candidate, libraries may include costs incurred when a request is made to a library outside the AUT consortium (i.e., not an Affiliated College Library), as well as any postage costs incurred through and requesting interlibrary loans from AUT Affiliated Colleges.

The process for claiming the subsidy is:

1. The request and supply paperwork should be compiled throughout the year.
2. At the end of the year, each Affiliated College seeks reimbursement through the claim form in the AUT portal and to that form attaches/uploads:
 - The request and supply paperwork for all the applicable ILL/DD loans
 - a college-generated invoice for the total spent.

4. REFERENCES

Copyright Act, 1968

<https://www.legislation.gov.au/Details/C2017C00180>

Australian Interlibrary Resource Sharing (ILRS) Code:

<https://read.alia.org.au/australian-interlibrary-resource-sharing-ilrs-code-0>

Australasian Union List of Theological Serials

<http://app.anztl.org/AulotsSearch.aspx>

AUT Federated Catalogue

<https://aut.softlinkhosting.com.au/liberty/libraryHome.do>

Electronic Use Notice

https://static-copyright-com-au.s3.amazonaws.com/uploads/2021/02/EL_OEP-A3-Poster_2021-update_WEB-FNL.pdf



5. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.0	Academic Board	13 May 2022	13 May 2022	Created and adopted
2.0	Academic Board	18 October 2024	18 October 2024	Minor updates on awards, wording for subsidy clarified, references moved.
3	Vice-Chancellor	June 2025	June 2025	New policy format, minor editorial updates to implement university status.
4	Academic Board	October 2025	October 2025	Addition of academic staff to policy; minor editorial updates for clarification

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