

0960 Interlibrary Loan Records

Description: Documents materials borrowed and loaned by the library through an inter- library loan program in response to requests from patrons for materials in the college library.

Examples: Records may include ALA request forms, copies of citations, ILL request forms, lender and borrower request records generated from electronic sources such as OCLC, tracking logs, and related documentation.

Retention Period: **Retain for 3 years after item returned, and then destroy.**