

CONTU Guidelines for Interlibrary Loan of Articles from Periodicals

The Commission on New Technological Uses of Copyrighted Works (CONTU) has published a document providing interpretation and guidelines for interlibrary loan of articles copied from periodicals. The guidelines are summarized as follows:

- Periodicals published within five years of patron's request are included under the guidelines. This concept is known as the "rule of five." Periodicals older than five years are not addressed by the guidelines, but they are not to be considered as fair game for unlimited copying. Copyright term is still in effect
- During a calendar year, no more than six copies may be requested and reproduced from a single periodical title (not single issue). If the requesting library used a periodical that heavily, the library should subscribe to it.
- "With respect to any other material described in 108(d), including poetry and fiction anthologies, filled requests will not exceed six copies or phonorecords within a calendar year." The library should purchase a copy if a title is used that heavily.
- If a library owns a title, but the issue is missing, the library may request an item through interlibrary loan and not count it on the annual tabulation. A library may also request a loan if the periodical is currently on order.
- The requesting library must use a request form that states that the CONTU guidelines are being followed. The American Library Association developed a form that complies with this requirement.
- The requesting (borrowing) library must maintain records of all requests and fulfillments for copies for three years after the conclusion of the calendar year when the requests were made.

