I. Policy

A. Research Studies

1. Private research studies in the Thomas Cooper Library are available for semester assignment to graduate students, faculty and staff.

2. A limited number of larger studies are available for assignment to faculty involved in extensive research projects.

3. Regulations governing the use of studies are strictly followed and failure to cooperate with them will result in the loss of the study.

B. Interlibrary Loans

1. All members of the university community may borrow books or obtain photoduplicated materials from other libraries on interlibrary loan.

2. Policies concerning interlibrary loan are governed by the National Interlibrary Loan Code adopted by the American Library Association and the State Interlibrary Loan Code adopted by the South Carolina Library Association.

3. Books on interlibrary loan are lent for a period set by the lending library. Renewal should be requested only in unusual circumstances, and a second renewal may not be requested.

4. Overdue charges and charges for lost materials assessed by the lending library are billed to the library user for whom the material is acquired.

C. Shuttle Service With Medical Library
Faculty and graduate students on the Columbia campus may borrow a limited number of books and periodicals from the School of Medicine Library via the Thomas Cooper Library. Materials are loaned overnight only and must be returned the following morning. This shuttle service is available Monday through Thursday only.

II. Procedure

A. Research Studies

1. Applications for the use of research carrells may be secured at the Circulation Desk in the Thomas Cooper Library.
2. Faculty must apply for the use of research studies to the University Librarian for Public Services.

B. Interlibrary Loans

Requests for this service are handled by the Interlibrary Loan Office in the Thomas Cooper Library. Faculty and students in the Law and Medical Schools should submit their interlibrary loan requests to the libraries of these schools.

C. Medical Library

Request for materials must be submitted at the Circulation Department of the Thomas Cooper Library and should include full bibliographic and location information.