

INTERLIBRARY LOAN BORROWING GUIDELINES

MATERIALS FROM AVAILABLE LENDER

Rutgers University
Rutgers University Libraries
Newark, New Jersey

Eligible Materials

The Libraries reserve the right to restrict the loan period of, or refuse to lend, any circulating material that is fragile, in demand, or that may otherwise need special restriction.

Requests will normally be filled for the following material:

- Books in the circulating collections, including master's theses and doctoral dissertations.
- Photocopies of any material that would not be damaged in the process or that are restricted by copyright regulation.
- Bound periodicals, if the item to be photocopied is over 50 pages and permission is granted from appropriate library staff. Individual issues of periodicals circulate to SHARES libraries only.
- Microfilm or microfiche, except for negatives. Up to 12 reels of microfilm may be loaned at one time for a single request and up to 50 duplicated microfiche for a single request.
- In-process materials to SHARES libraries only.
- Art Library books to SHARES or academic libraries only.

Boston College
Boston College Libraries
Boston, Massachusetts

Eligible Material

In general, a loan or a copy of any material may be requested from another library, although the lending library will decide in each case whether or not a particular item can be provided.

Interlibrary loan requests will be accepted from Boston College users for material:

- not owned by the libraries
- listed on Quest as "missing"
- which has been recalled and not returned within 10 days
- long overdue and billed for replacement
- at the bindery

If an item is held at BC, but is unavailable, please note this on the form.

Henderson State University
Huie Library
Arkadelphia, Arkansas

What may be borrowed?

The patron may request journal articles and books not held by Huie Library. Circulating items may also be requested. The library will not process requests for items held by OBU's library; students may check items at OBU using their student identification.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

The library will process requests for dissertations and theses, although many libraries will not loan these materials.

Items that are difficult and sometimes impossible to obtain include rare or valuable books; videotapes; bulky or fragile material; recently published books; and materials with local circulation restrictions, such as reference or reserve items.

MATERIALS UNAVAILABLE TO BORROWER

Boston College
Boston College Libraries
Boston, Massachusetts

Ineligible Material

Interlibrary loan requests will not be accepted from Boston College users for items:

- in the reference collection or on course reserves at a Boston College library
- in process that have been received to place on course reserve
- items that are checked out; these should be recalled through Quest
- items that we own in microform
- in the reference collection
- items in Quest with an "in process" status
- no language tapes for languages that are taught at Boston College

Manatee Community College
Manatee Community College Library
Bradenton, Florida

The following types of materials cannot normally be requested or loaned:

- Reference Books
- ERIC documents
- Dissertations
- Rare or valuable manuscripts
- Reserve materials
- Audiovisual materials

University of South Alabama
University Libraries
Mobil, Alabama

Materials Not Available Through ILL

Materials generally not available on interlibrary loan:

- Books owned by the USA Libraries but charged out. These can be recalled at the Circulation Desk or online (see www.southalabama.edu/univlib/scathelp.htm#holds) for instructions.
- Unique copies of theses or dissertations. Most dissertations can be purchased by the patron from University Microfilms.
- Newspapers or manuscripts, unless available in positive microfilm.
- Textbooks currently being used for USA courses.
- Whole volumes or issues of journals.
- Records, tapes, films, software, and other fragile materials.
- Materials for class reserve or group use.
- Archival, genealogical, and local history materials.

INTERLIBRARY LOAN BORROWING GUIDELINES

- Items of unusual value or rarity.
- Recreational reading titles.
- Journals in Storage; to retrieve these use the Storage Retrieval Request.

DIFFICULT MATERIALS TO BORROW

Kalamazoo College
Upjohn Library
Kalamazoo, Michigan

Libraries rarely or never lend:

- Rare or valuable materials
- Fragile materials
- Reference books
- Manuscripts
- Materials from special collections
- Complete issues of periodicals

Georgia State University
Georgia State University Library
Atlanta, Georgia

What cannot be borrowed?

Requests for articles available via the Library's online databases or within the general collection will not be processed.

GSU course textbooks available through the GSU Bookstore will not be requested unless the bookstore's supply is exhausted. Then ILS staff will attempt to locate a copy to borrow short-term but no renewals will be allowed. The University Library views the purchase of textbooks as part of the student's expected cost of pursuing a degree in higher education.

Entire volumes or issues of journals are rarely lent; photocopies will be requested instead. Generally, the Library cannot obtain genealogical research material; audio-visual materials; computer software; maps; newspapers in the original; rare books; original manuscripts; archival material; recently published items and current best sellers; and reference or non-circulating materials.

Requests that violate copyright law will not be processed. Inter-Library Services must monitor compliance with copyright clearance requirements.

ITEM-ARRIVAL NOTIFICATION

Boston College
Boston College Libraries
Boston, Massachusetts

Notification/Delivery Options

Books

You will be notified by e-mail when book loans arrive. Please bring a copy of your email notification with you when you come to pick up your material. Loans can be picked up at the O'Neill Circulation desk and charged out with your Boston College ID. Loans must be returned to the Circulation desk or to the ILL office by the due date. Your item will be returned to the lending institution ten days from the day it was received if you do not pick it up.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Photocopies

The fastest delivery option is e-mail, so we have made this our standard delivery option. Photocopied material will be e-mailed directly to your Boston College e-mail address indicated on the form as an attachment. In some cases we may have to mail items.

E-mail

Desktop Document Delivery Guidelines

Documents are deleted from the delivery queue after 48 hours. View received documents within 48 hours and within that time frame notify the O'Neill Document Services Center if documents are not legible or need retransmission for other reasons.

Understand and agree to abide by copyright regulations as outlined on the Interlibrary Loan page.

Understand that we make every effort to use BC email accounts only.

Do not print more than one copy.

Do not forward received documents on to other users.

Receiving and Reading Documents Requested via E-mail

You will receive an e-mail from the O'Neill Library with the subject "article delivery—CAUTION—DO NOT USE WEBMAIL TO OPEN". The article you requested will be attached to the e-mail message usually as a PDF file. Please understand that we make every effort to use BC email accounts only.

Storing Image Files

Image files can consume considerable space in your mail. Once you have read and/or printed received documents it is best to delete them from the University's mail server. You may move them to a local folder in your mail or save them to a file on your hard drive if you wish to retain them on your computer.

TURNAROUND TIME

Neumann College
Neumann College Library
Aston, Pennsylvania

Length of Time to Fill a Request

It generally takes a week to 10 days to receive requested materials. Patrons may inquire about the status of an outstanding request by calling the library circulation desk or the ILL desk. In most cases, the library staff will not call you unless there is a problem with your request. Note: Some requests can take up to thirty calendar days to be filled. Please keep this in mind, so you can plan ahead.

Henderson State University
Huie Library
Arkadelphia, Arkansas

How long does it take?

Most requests are processed within 24 hours.

Articles usually take 2 to 10 business days. Length of time depends upon the lending library and its turn-around time.

Turnaround time for books cannot be determined exactly as each lender treats requests differently; in addition, there may be few lenders available. Please allow for at least 2 weeks.

INTERLIBRARY LOAN BORROWING GUIDELINES

RENEWALS

University of Iowa
University of Iowa Libraries
Iowa City, Iowa

Renewals

Renewals may be requested if “NON-RENEWABLE” is not stipulated as a restriction on the book band. Such requests should be made a few days before the due date by the online form located at www.lib.uiowa.edu/forms/ill_renew.html, in person at the Interlibrary Loan Office, by phone at or by e-mail. Once you have contacted us about a renewal, you may keep the book until our office sends you a message approving the renewal or denying the renewal. If approved, materials must be returned to our office before the new due date provided.

Lansing Community College
Library at Lansing Community College
Lansing, Michigan

May I renew ILL requests?

Yes, however, the lending library may deny a renewal request. If the lending library chooses not to renew an item, you must return it by its due date. Renewals must be requested at least three days before the due date by phoning the ILL office.

LOAN PERIODS

Niagara University
Niagara University Library
Niagara University, New York

How long can I keep ILL Material?

Photocopies of journal articles and purchased dissertations and theses are yours to keep. The due date for books, audiovisual materials and borrowed dissertations and theses is determined by the lending library, not NU, and is usually between 2–4 weeks. Books, audiovisual materials and borrowed dissertations and theses must be returned to the Circulation Desk on or before the due date or you will be charged overdue fines of \$1.00 per day. Renewals will be requested in unusual situations only (at the ILL Librarian's discretion) and must be requested before the due date. Many libraries do not allow any renewals, so plan your research accordingly.

Georgia State University
Georgia State University Library
Atlanta, Georgia

Length of Loans

The lending library determines the length of the loan (on average, 2–3 weeks). Lenders may also place certain restrictions on usage, such as “IN LIBRARY USE ONLY” or “NO PHOTOCOPYING.” Any restriction will be honored.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

RECALLS

Rutgers University
Rutgers University Libraries
Newark, New Jersey

Recalls

All materials loaned are eligible for recall by Rutgers primary borrowers. The Interlibrary Services staff will place the recalls. Recalls will be transmitted to the borrowing library by the fastest method possible.

Kalamazoo College
Upjohn Library
Kalamazoo, Michigan

Recalls and Conditions

Items borrowed through Interlibrary Loan are loaned through the courtesy of other libraries and governed by their loan rules. The lending library may set conditions on use or recall items at any time. Conditions, such as "no renewal" or "in library use only," are indicated on the identification band around each item.

BORROWING AND RETURNING ITEMS FROM LENDER

Lansing Community College
Library at Lansing Community College
Lansing, Michigan

Where do I pick up my requests? Where do I return them?

Photocopies of articles or a chapter in a book (non-returnable items) will be mailed to you. Returnable items such as books requested by students, employees, retirees or alumni need to be picked up at the Library Checkout Desk. For students and employees who are taking courses off-campus, returnable items can be mailed to a home address provided the faculty or student agrees to return the item(s) to the LCC Library at his/her own expense.

Students and faculty at the Star Institute, Livingston Center (Howell), or Wilson Center (St. Johns) will have courier service to deliver returnable items to them. When it is time to return the items, the same courier service will be used to get the materials back to the LCC Library.

Users who have ILL materials to return and who are on campus need to put the loaned material(s) in a book return drop box (outside of the TLC building or on the 2nd floor in the Library), or give the loaned material(s) to someone at the Checkout Desk.

University of Idaho
University of Idaho Libraries
Moscow, Idaho

How should I return the material?

Return materials by mail, with the slip attached to the front of the book to: Interlibrary Loan office: University of Idaho Library P.O. Box.

Return materials in person, with the slip attached to the front of the book to the University of Idaho Library Circulation desk.

INTERLIBRARY LOAN BORROWING GUIDELINES

PERIODICAL ARTICLES AVAILABLE TO BORROWER

Kalamazoo College
Upjohn Library
Kalamazoo, Michigan

For Articles:

Check the Electronic Journal Finder. If the article is available in any of Kalamazoo College's Full Text databases, the Electronic Journal Finder will give you links to those databases.

Check the library catalog (Ariadne) to see if the item you need is available.

If a Kalamazoo College Library item is not on the shelf, please ask at the Circulation Desk. It may have been returned recently or it may be missing.

If a Kalamazoo College Library book is checked out, it may be recalled under certain circumstances. Please ask at the Circulation Desk.

Check WestCat, Western Michigan University's online catalog. If the material is available at one of Western Michigan University's libraries, you cannot request it through interlibrary loan; you must go to Western to retrieve it (see Directions to Western's Libraries). Kalamazoo College students and faculty have borrowing privileges at Western Michigan University's libraries upon presentation of a valid Kalamazoo College identification card (see Borrowing Privileges at WMU).

Be sure you have a complete bibliographic citation of the item(s) you wish to request.

Connecticut College
Charles E. Shain Library
New London, Connecticut

Journal Articles supplied through ILL

To expedite orders for copies of journal articles, please provide all of the information requested on the ILL Journal Article Request Form. Delays in ordering the item by the ILL office or delays in processing by supplying libraries can arise from the lack of volume number, page numbers, article title, etc. Providing your source of information can be of help to the ILL staff if the citation is inaccurate and needs to be checked. If you need help interpreting citations from various indices and databases, please ask a reference librarian.

According to copyright restrictions, institutions reserve the right to refuse copying orders. Please read the copyright notice on the ILL journal article request form before submitting your requests.

To request an article, log on to the ILL System.

BORROWING THESES AND DISSERTATIONS

University of South Alabama
University Libraries
Mobil, Alabama

Dissertations

A. Borrow through ILL: Some libraries will loan their dissertations if they have a circulating copy. Their loan charges vary from \$5.00–\$20.00. Delivery could take several weeks.

B. Purchase from UMI

Ask the ILL office to order a copy through UMI Dissertation Express.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Estimated Cost: \$28.00. Your library account will be billed. Delivery will be 3–4 days.

Call University Microfilms International at (800) 521-3042 or (800) 521-0600 ext. 3781, or fax them at (800) 308-1586.

Estimated cost: Photocopy \$41.00, Film \$37.00. Rush delivery is extra. Have your charge card ready. Delivery within 14 working days to 3 weeks.

Order online from UMI. Locate the title on Dissertation Abstracts/Digital Dissertations database on the library's homepage (Available on campus and remotely with USA ID.)

Cost: See UMI's price list for hard copies at www.umi.com/hp/Support/DServices/order/

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