INTERLIBRARY LOAN - RULES

WHO CAN USE IT?

- Anderson University students, faculty, and staff are eligible for this service. Alumni and community users must place their requests with the public library.

HOW LONG DOES IT TAKE?

- Articles tend to take 1 to 5 days.
- Books take 3 to 10 days.
- Please keep this in mind when placing your request.

HOW LONG CAN I KEEP THE MATERIAL?

- Book checkout is determined by the lending library and is usually two to three weeks.

CAN I RENEW A BOOK?

- Yes, but only once. **Renewals must be requested early – preferably 3 days or more prior to the due date.** Lending libraries are under no obligation to honor renewal requests and do not accept renewal requests made after the due date.

WHAT HAPPENS IF I BRING BACK A BOOK LATE?

- Libraries loan us their material on the understanding that we will return them in a timely manner. Failure to do so reflects badly on the Thrift Library and AU and will make the lending library reluctant to lend to us in the future.

HOW WILL I KNOW WHEN MY REQUEST ARRIVES?

- You will be notified by phone or e-mail.

HOW MANY ITEMS CAN I REQUEST AT A TIME?

- Students - There is a limit of 20 items per semester. If you are making multiple requests, you should rank them in order of importance and the library will process them as time permits.
- Faculty – No limit, but requests will be processed as time permits.

ARE THERE ANY OTHER LIMITS TO ILL?
- Yes. Many libraries do not lend media, software, dissertations, or rare books.
- Copyright law states that libraries can only order five articles from the same periodical in the same year. (This law does not apply when those articles are more than five years old.)
- When more than five articles of this type are ordered the library must either refuse the additional requests or purchase the additional articles through a vendor.

IS THERE ANYTHING I CAN DO TO SPEED UP THE PROCESS?
- Verify that the library doesn’t already have the item by checking the catalog and OneSearch. If it does, you don’t have to wait for another copy to arrive.
- Make sure that the bibliographic data you provide is complete and accurate. You don’t want to wait a week to find out that your request contained the wrong page or vol. numbers and cannot be filled. Be sure to include the ISBN number for books and the ISSN number for journal articles.

HOW DO I GET MY ILL BOOKS?
- Unless you are enrolled in the Distance Education program, your ILL books will be available for pick up at the library’s Front Desk.

HOW DO I GET MY ILL ARTICLES?
- If possible ILL Articles will be emailed to the requestor. If they do not arrive electronically, the requestor will be notified to pick them up at the library’s Front Desk.

HOW MUCH DOES IT COST?
- In most circumstances Books and Articles are free to use (although there is a cost to mail items)
- If additional fees are required, you will be notified before any additional costs are incurred.