

INTERLIBRARY LOAN POLICY

WHO CAN USE IT?

All members of the Anderson University Family are eligible for this service. Community users, however, will need to place their requests with the public library.

HOW LONG DOES IT TAKE?

- ILL takes 7 to 10 days on average.
- Periodicals tend to take 3-7 days.
- Books take one to two weeks, but can take longer.
- 95% of requests are successfully filled.

HOW MUCH DOES IT COST?

- In most circumstances Books and Articles are free.
- This is a wonderful bargain as it costs the library \$20 to \$30 per article.
- If additional fees are required, you will be notified before any additional costs are incurred.

HOW LONG CAN I KEEP THE MATERIAL?

Book checkout is determined by the lending library and is usually two to three weeks. Please return books on time. You may keep articles.

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 deadline.

WHAT HAPPENS IF I BRING BACK A ILL BOOK LATE?

Libraries loan us their material on the understanding that we will return it in a timely manner. Failure to do so reflects badly on the Thrift Library and may 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 INTERLIBRARY LOAN?

Yes. Many libraries do not lend media, software, dissertations, or rare books. There is also the Five Articles Per Title Per Year Rule.

WHAT IS THE FIVE ARTICLES PER TITLE PER YEAR RULE?

- 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.)

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- 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.
- If additional fees are required, you will be notified before any additional costs are incurred.

IS THERE ANYTHING I CAN DO TO SPEED UP THE PROCESS?

- Verify that the library doesn't already have the item. 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.

HOW DO I GET MY ILL BOOKS?

Unless you are enrolled in the Distance Education program, you may pick up your ILL books at the library's Front Desk.

HOW DO I GET MY ILL ARTICLES?

ILL Articles will be emailed to the requestor.