

Interlibrary Loan

Approved by SWAU's Library Advisory Committee, August 2, 2006

Interlibrary loan (**ILL**) is provided to students, faculty and staff of SWAU to help them gain access to materials that are not available in SWAU's library. Chan Shun Library's **ILL** staff will attempt to retrieve materials first from libraries that do not charge lending fees. The library budget covers the cost of borrowing materials for faculty and has a small fund to support limited numbers of requests for student research materials as well. Requests that exceed the **ILL** research support limit will be borne by patrons. Any costs associated with filling **ILL** requests for recreational reading materials will be borne by patrons. Late fees may also apply if materials are returned past their due date. Library patrons not currently enrolled or employed by SWAU are not eligible for this service.

Submitting a request

Interlibrary loan requests may be submitted in two ways.

- With an online form for either **Books** or **Articles**; these forms are available on the library's home page.
- With a paper form, available at the library's circulation desk.

Patrons are responsible for providing as much information as possible to aid the library staff in locating the material. (Librarians and student assistants are able to assist patrons who need help.) Incomplete requests or requests for items available in SWAU's collection will not be processed. Placing a request does not guarantee that an item can be obtained.

Patrons who have submitted online **ILL** requests should check with circulation personnel if they have not been notified within a week that the request was received. Requests may take as long as two or more weeks to be filled. The library staff attempts to fill all requests as promptly as possible. However, several factors, such as the difficulty of the request, the location and policy of the lending library and the number of requests to be processed may affect the amount of time it takes material to arrive. Students will be notified as soon as requested material arrives. The material may then be picked up at the circulation desk. Faculty **ILL** materials will be delivered via campus mail.

Loan Periods

Photocopied articles may be kept. Books and other items may be borrowed for one to four weeks, depending on the policy of the lending library. Some items may be loaned with additional restrictions, such as "Library use only." Renewal requests should be submitted three days before the item is due. Approval for renewal depends upon the policy of the lending library.

Items difficult to obtain

- Archival materials

- Newly-published books
- Newspaper articles
- Rare items held only by a few libraries
- Reference books
- Theses and dissertations
- Videos

The following items may not be requested.

- Duplicates of material available at Chan Shun Centennial Library
- Assigned course material such as textbooks and reserve items
- Computer software
- E-books

Violations

Patrons who do not pick up the interlibrary loan material or who have repeatedly returned items late may be denied further interlibrary loan privileges. Any late charges sent to the library for past due material will be passed on to the borrower.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Libraries and archives are authorized to furnish photocopies or other reproductions, provided they meet the "fair use" conditions specified by the law. One of these conditions is that the photocopy or reproduction be used only for the purpose of "private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying request, if, in its judgment, fulfillment of the order would involve violation of copyright law.