

## Interlibrary Loan Policy

### **What is interlibrary loan?**

Interlibrary Loan (ILL) is a service that allows students, faculty, and staff to borrow books, articles, and other materials from other libraries. Requests should be made through the Canizaro Library staff.

### **Who is eligible for Interlibrary Loan services?**

Students, faculty, and staff of Ave Maria University are all eligible for interlibrary loan privileges. Borrowing privileges from the Canizaro Library will be suspended, however, if a patron fails to return borrowed materials, or fails to pay any invoices in a timely manner.

### **Interlibrary Loan charges**

Interlibrary Loan is a free service

### **Late returns of interlibrary loans can hurt the library**

When interlibrary loan items are returned late, the University's status in the interlibrary loan system may be downgraded. This could make it harder for us to obtain interlibrary loan items in the future. Libraries are less likely to lend us items if we appear less reliable based on our past record of returning items late. Students will be charged \$1 per day for overdue interlibrary loans and will be blocked from requesting interlibrary loans and checking out books until the overdue interlibrary loan(s) are returned and fines paid.

### **Interlibrary loan limitations and restrictions**

- The Canizaro Library will process up to 10 active requests per student. When requesting more than 10 items, a patron will be asked to indicate priority.
- Interlibrary loan items cannot be placed on Course Reserve.
- Textbooks will not be requested due to the short loan period that is given by lending libraries.
- Items owned by AMU will not be requested.

### **Duration of Loans**

The loan period, renewals, and conditions of use are determined by the lending library.

If a renewal is necessary, a renewal request should be made a week before the date the item is due. Late items cannot be renewed. There is no guarantee that a lending library will renew an

item. Some items may have a “Not Renewable” status. If the renewal is denied by the lending library, or the item is “Not Renewable” a second copy will be requested after the first copy is returned.

### **Materials generally unavailable through interlibrary loan**

- Rare, fragile, or bulky items
- Reference books, theses, dissertations, and materials in special collections
- Audio-visual materials

### **Procedures for submitting requests**

When possible requests should be submitted by using the ILL forms at <http://www.avemaria.edu/library/information/interlibrary-loans/>. Requests may be submitted in person at the Circulation Desk, over the phone (239-280-2557), or via e-mail to [library@avemaria.edu](mailto:library@avemaria.edu). Each request should contain the following information:

For books:

- Author, title, and specific edition (if any)

For articles:

- Title of periodical, author of article, title of article, volume, issue, date, and page numbers

### **How long does interlibrary loan take?**

Response time can vary for a number of reasons:

- Incomplete or inaccurate citation
- Location of lending library
- Availability of material at time of request
- Processing speed of the lending library

Many interlibrary loan requests are filled within days, but can take 1-3 weeks to arrive. Patrons should arrange to meet their research needs accordingly.

### **Procedures for picking up interlibrary loans**

Patrons will be notified by e-mail when materials arrive

Materials should be picked up at the Circulation Desk. When possible, articles will be sent electronically.

Patrons should pick up their requests as soon as possible as certain libraries loan materials for only 2 or 3 weeks. If a patron has not requested and been granted a renewal, the patron should return the item on or before the due date.