



AVE MARIA UNIVERSITY LIBRARY INTERLIBRARY LOAN POLICY

What is Interlibrary Loan?

Interlibrary Loan (ILL) is a service allowing students, faculty, and staff to borrow books, articles, and other materials from other libraries. **Requests should be made through the 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 may 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 with a few exceptions.

Sometimes the lending library will charge for lending books and for photocopying articles. Currently, when this occurs, the library picks up the cost.

Late Returns of Interlibrary Loans Can Hurt the Library

When interlibrary loan items are returned late, the university's status in the interlibrary loan lending 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.

Interlibrary Loan Limitations & Restrictions

- The Ave Maria University Library will process up to 10 requests per week for each student. When requesting more than 10 items, a patron may be asked to indicate priority.
- Interlibrary loan books cannot be placed "On Reserve" for a course.

Duration of Loans

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

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

Materials Generally Unavailable Through Interlibrary Loan

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

Procedures for Submitting Requests

All requests must be submitted in person at the main desk or via e-mail to library@avemaria.edu. Each request should contain the following information:

For books:

- Author, title, and specific edition, and ISBN if known

For periodical articles

- Title of periodical, author of article, title of article, volume, number, date, 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 lending library.

Many Interlibrary Loan requests are filled within days, but can take from 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 are then shelved at the Reference Desk.

- The due date, or the date on which the book or item should be returned to the Reference Desk, is provided in the e-mail sent to patron upon the item's arrival, and is clearly marked in the interlibrary loan item itself.

Patrons should pick up their requests as soon as possible: certain libraries loan materials for 2 or 3 weeks only. If a patron has not requested and been granted a renewal, the patron should return the item on or before the due date. For items having a status of Not Renewable, the same item can then be requested from elsewhere if necessary.

Please call ext. 2557 if you have any questions