

## ***Interlibrary Loan Guidelines***

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The library staff in the Interlibrary Loan Department locate and borrow, whenever possible, materials not owned by Curtin Memorial Library for the educational, research, and general needs of the MSMC community. The ILL department also lends materials owned by MSMC to other institutions when requested.

### **Interlibrary Loan Users and Services**

The library provides ILL services to all MSMC students, faculty, and staff. Nonaffiliated patrons will be directed to their home institutions to initiate ILL requests. Requests are processed in the order that they are received. Student requests are given first priority and faculty requests are processed as time permits.

### **Charges for Interlibrary Loan**

There is no cost to borrow materials through ILL unless there is a charge by the lending institution. The person making the request is responsible for payment if there is a charge. The only acceptable method of payment is a check made out to the lending library. Patrons give consent to charges when they complete the request form.

### **Borrowing Books (To request a book via ILL, complete our online form: [Interlibrary Loan—Book Request](#))**

Patrons should check to see if we have the book in our collection before filling out the ILL form. If the book is currently checked out, patrons may ask the library to "hold" the book when it is returned.

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A separate form must be submitted for each request.

Complete citations and sources of the reference should be provided.

Books that are borrowed through ILL can be renewed. Please call the ILL office five days before the due date to renew books.

Fines for overdue ILL books: \$1/day for the first five days and \$5/day thereafter.

### **Periodical Articles (To request an article via ILL, complete our online form: [Interlibrary Loan—Periodical Request](#))**

Patrons should check to see if we have the periodical in our collection before filling out the ILL form.

A separate form must be submitted for each request.

Complete citations and sources for the reference should be provided.

Patrons must read and sign the notice concerning copyright compliance for each request. If a request puts the library over its legal limit for the title requested, the librarians will furnish patrons with a list of libraries holding the material.

Patrons may borrow up to thirty articles per semester.

Every effort is made to fill periodical requests. The ILL assistant notifies the patron if the item is unavailable.

For more information regarding Interlibrary Loan, please contact: Theresa Davis (ILL Assistant) #569-3284