Interlibrary Loan and Document Delivery Policy

Interlibrary Loan (ILL) and Document Delivery (DD) are services which enable libraries to obtain resources for their patrons from the collections of other libraries. The continuation of ILL/DD services depends upon the cooperation between libraries. Patrons that use ILL/DD services must adhere to the ILL/DD policies, including returning the items by the due date and in the same condition as when borrowed. Failure to comply with ILL/DD policies may result in fines and/or suspension of library borrowing privileges.

When appropriate, the Librarian assists the requestor in searching for resources available in Gill Library that will meet the patron’s needs. Before an ILL/DD request is processed, it must be verified by a Reference Librarian.

Using ILLiad, an electronic Web-based document delivery service, Gill Library makes every effort to fill ILL/DD requests for patrons who presents a valid CNR ID card from an institution that will provide the item(s) free of charge. However, if a fee is involved, the ILL Department will give the patron the opportunity to accept the fee as stated or to cancel the request.

Libraries that offer ILL/DD services to their patrons make every effort to facilitate fair and equitable distribution of the ILL/DD workload. Whenever possible, the ILL Department distributes requests among various libraries. Additionally, the ILL Department strives for equal borrowing from and lending to other institutions.

Not all items are available through ILL/DD. Normally, books and photocopies of periodical articles are available. Reference books, textbooks and audiovisual materials are usually not available through ILL.

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