

Interlibrary Loan Services

Lane Library, Armstrong State University

Purpose of Interlibrary Loan

ILL is a cooperative service that obtains materials or copies of materials not available in Lane Library. It is a privilege extended to the borrowing library and a service dependent upon the goodwill of the lending library. The conditions of this service are governed by the Interlibrary Loan Code for Georgia Libraries; the National Interlibrary Loan Code for the United States; special agreements with other libraries/networks such as LYRASIS; compliance with the copyright law (Title 17, U.S. Code); as well as laws, rules, and procedures pertaining to interlibrary loan activity promulgated by the state of Georgia.

Who may use Interlibrary Loan

Currently enrolled students, current faculty/staff and faculty emeriti of Armstrong Atlantic State University may use the interlibrary loan service. Alumni and members of the community may contact the local public library for ILL services.

Materials usually available through Interlibrary Loan

Circulating books, theses or dissertations may be borrowed. Photocopies of non-circulating materials, mainly chapters from books and journal articles, can be requested in accordance with copyright law. Items missing or checked out from Lane Library may also be borrowed. Items owned by Lane Library that are on the shelf may not be borrowed. **We also do not borrow textbooks or any other book needed for the entire semester for patrons.**

Materials usually not available through Interlibrary Loan

The following types of materials are not usually loaned:

- Reference books
- Microfilm or fiche
- Entire periodical volumes or issues
- Newspapers
- Audiovisual materials, including computer CDs
- Bestsellers/Recently published books
- Fragile, bulky or special collection materials

How Interlibrary Loan works

All requests must be made online via the patron's ILLiad account. This service allows patrons to track their ILL requests, see a history of items ordered and receive articles electronically. There is a link to ILLiad near the top of the library's webpage: <https://armstrong.illiad.oclc.org/illiad/logon.html>. For fastest possible service, please provide the requested personal information plus complete and accurate citations.

Make certain Lane Library does not own the materials you are requesting.

Check GIL Find (Lane Library's online catalog located at <http://gilfind.armstrong.edu>) for books or the Journal Locator (located at <http://library.armstrong.edu/phl.html>) for journals.

Cost

At this time, we are unable to place requests when either the lending library charges us for the material or when copyright fees will be incurred. We do have agreements with approximately 1500 libraries that provide items for our patrons at no charge to us, and we will use their services whenever possible. Copyright fees only apply to certain high-use journals, but we have to pay them regardless of any agreement we have with the lending library. We hope this will be a temporary measure and that it will be possible to resume full ILL services in the future.

Limits

Undergraduate students may have up to 40 outstanding requests at any one time. Graduate students may have up to 80 outstanding requests at any one time. Faculty and staff no limit on number of requests. Budget constraints or increased costs may require the library to lower these limits. Lane Library reserves the right to refuse multiple requests for the same item made by the same person.

How long it takes for requested material to arrive

On average, it takes 2- 5 business days for periodical articles to arrive, and between 4 days - 2 weeks for books. Items available from University System of Georgia libraries usually arrive faster. Items not readily available in our region could take up to four weeks to arrive. Keep in mind that excessive demand, location, staffing and technological capabilities of the lending library directly affect the turnaround time. Likewise, incomplete or incorrect information may create delays or result in unfilled requests.

Notification

We will make one attempt to contact you by email when your request arrives. Please be sure to include a current email address in your ILLiad account. It is your responsibility to follow up on your requests.

Loan period

The lending library sets the return date on interlibrary loans and this date must be honored. The average loan period is between ten days and three weeks. If you need a renewal, please request one through your ILLiad account before the due date. The lending library makes the decision whether or not to renew.

Restrictions

The lending library may set some restrictions on certain books. Some examples are "no renewals" (the due date can not be extended) or "in library use only" (the book may not leave the library). These rules must be honored. Failure to do so may result in the suspension of ILL privileges.

Returning material

All returnable materials must be brought to the circulation/reserve desk and given to a library employee. Please do not return interlibrary loan books in the book drop. If you do and damage occurs to the book, you will be responsible for any and all costs.

Penalties for overdue ILL materials

If a student does not return ILL materials, Lane Library will encumber his or her student records. The student will not be able to graduate, obtain transcripts or grades, register for another semester or use the library's resources. Once the ILL item(s) are returned in good condition or paid for in full, the student's records will be cleared.

If a faculty member does not return ILL materials, Lane Library will contact his or her department head to ask for assistance in getting the item(s) back. Further ILL privileges will be suspended until the materials are returned in good condition or paid for in full.

Any patron who repeatedly returns books after they are due may have his or her ILL privileges restricted or suspended for a semester. If books are still turned in late after full privileges are restored, Lane Library reserves the right to revoke ILL privileges permanently.

How to contact the ILL office

The Interlibrary Loan department is behind the circulation desk in Lane Library. Hours of service are 8:00 AM to 5:00 PM Monday through Friday. The telephone number is 912-344-3125 and the email address is ill.dept@armstrong.edu. ILL Librarian Melissa Jackson or ILL Associate Barbara Brown can answer any questions.