

What is Interlibrary Loan (ILL)?

Interlibrary Loan is designed to provide materials that are not available in the Franklin University collection or from other OhioLINK libraries. Upon receipt of request, we will identify other libraries that own the items needed, ask to borrow them, and then notify borrowers when they are available.

These items are obtained through OCLC and you can identify whether your item is available by accessing the [WorldCat](#) database.

Who may use Interlibrary Loan?

Current students, faculty, and staff of Franklin University may use Interlibrary Loan for their research needs. This institution reserves the right to refuse to accept an Interlibrary Loan request if, in its judgment, fulfillment of the order would involve violation of the policy on approved users.

How do I obtain materials through ILL?

1. Locate Your Citation – At the minimum adequate citation for the material needs to include:

FOR ARTICLES

- Journal title
- Article title
- Author(s)
- Volume number & Issue number
- Year
- Page numbers

FOR BOOKS

- Author(s)
- Full title
- Year (especially if you want a specific edition)

2. Once you have the above information, please fill out the [Interlibrary Loan Request Form](#).

Are there any costs associated with ILL?

ILL is free most of the time. ILL will subsidize all charges from other libraries that are \$25 or under. You will be notified if your request will cost over \$25 to obtain.

How many items can I request?

There is a limit of ten book requests per month and ten article requests per month for a total of 20 requests per month. Patrons needing large numbers of items should plan, whenever possible, to visit the libraries owning the materials.

How long does it take?

Allow two to three weeks for requests. Requests filled by another library in Ohio will usually take less time than requests filled from out-of-state. Requests filled by international libraries usually take longer than two weeks.

How long may I keep the material?

The length of time you may have the borrowed material and any restrictions to use the material only in the library are determined by the lending library. We are not able to offer the re-requesting of the same material to our patrons at this time. In the case of photocopies, the material may be kept permanently.

Can ILL materials be renewed?

Unless the item you received says **NO RENEWAL** on the label you can request one two-week (from original due date) renewal. Renewal requests **must** be submitted **at least 5 days** before the due date. If the lending library denies the renewal request, Interlibrary Loan will notify you within 3-4 days. Immediate recall may be necessary if the lending library requests the material to be returned before the due date.

How will I be notified when my materials arrive?

Your notification(s) will be emailed when we receive the item(s).

What materials are NOT available?

- Textbooks
- Materials in high demand at the lending library
- Rare, valuable, or fragile material, including manuscripts
- Materials with local circulation restrictions such as journals and newspapers do not normally circulate, however you may request that a photocopy be made of the pages you need
- Archival material
- Audio and video recordings and computer programs that are licensed to the owner
- Dissertations and theses are frequently not loaned. Many are available from [ProQuest Dissertations & Theses A&I](#) at a cost to the patron or from the [OhioLINK Electronic Theses and Dissertations Center](#).
- Materials in libraries which do not lend at all. These often include law, museum, and corporate libraries

Are there fines for overdue ILL materials?

Yes. The fine for an overdue ILL item is \$5.00 per day. There is no grace period for ILL items. If ILL materials are lost the "per item" cost is a fee of \$100, plus a processing fee of \$30 for a total of \$130.

Where do I return my ILL materials?

Please return your ILL material to the library. **DO NOT use the book drop.** When you return your ILL materials ask for a receipt showing that it has been returned.

What are the Copyright laws affecting Interlibrary Loan and Document Delivery?

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to

Guide to Interlibrary Loan Services

For Students, Faculty & Staff

Franklin University Nationwide Library

accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.