



INTERLIBRARY LOAN

A service that allows students, faculty and staff of Georgia State University to borrow books and obtain copies of articles and book chapters from other libraries in order to support their educational and research needs when materials are not available in Georgia State University collections.

Who is eligible?

Interlibrary Loan (ILL) service is available to Georgia State University's currently enrolled students, faculty, staff, and retired faculty with an active GSU campus ID and password.

This service is not available to spouses or children of the above named groups, or to alumni. Those patrons are encouraged to contact their primary academic, public or corporate library regarding interlibrary loan service.

Accounts are subject to being blocked for overdue ILL, GIL Express or GSU books, or excessive fines. ILL obligations can also cause holds on other library privileges and student registrations and transcripts. If your ILL account is blocked contact the Interlibrary Loan unit at libill@gsu.edu or 404-413-2790 for assistance.

College of Law students, faculty, and staff should work with the GSU Law Library.

Is there a cost?

Generally there are no charges for material borrowed for research needs of Georgia State University students, staff and faculty. Costs are subsidized by the University Library, so we ask that you carefully consider the value to your research of the items you request. In the event an item costs more than \$70.00 to obtain, the library will not obtain the item unless the patron pays the difference in cost over \$70.00.

You are responsible for any repair, replacement and processing charges should borrowed material be damaged or lost after you have taken possession of it. This must be reported quickly to the Interlibrary Loan unit at libill@gsu.edu or 404-413-2790. Prompt payment of charges assessed by the lender is expected.

What cannot be borrowed?

Requests for items available via the Library's online resources will be cancelled with links for accessing them through the online resource. Exceptions can be made for e-books in our collections. Let us know in the notes section of your request form if you prefer a print copy of one of our e-books.

ILL requests for textbooks and required course readings for current courses will not be filled. The Library views the purchase of textbooks and other required readings as part of a student's expected cost of pursuing a degree in higher education.

Generally, the Library cannot obtain computer software, maps, newspapers in the original, rare books, original manuscripts, or archival material. Other items that may be difficult to obtain include current best sellers, recently published items, e-books, genealogical research material, and reference or non-circulating materials. Entire volumes or issues of journals are rarely lent; copies will usually be requested instead.

Requests that violate copyright law will not be processed. The Interlibrary Loan unit must monitor compliance with copyright clearance requirements.

Length of loans

The lending library determines the length of the loan (on average, 2-4 weeks). Lenders may also place certain restrictions on usage, such as “IN LIBRARY USE ONLY” or “NO COPYING.” Any restriction will be honored.

Notification

ILL requests are processed in the order received. Notifications will be sent to your GSU email address (only a GSU address -- so please monitor your account). Arrival times vary, but on average books take 1-2 weeks and articles take 1-5 days.

Renewals

Renewals may be requested and renewal status checked through ILLiad, the Library’s ILL management system. Items marked “No Renewal” by the lender cannot be renewed.

Recall of a loan

All borrowed material is subject to “recall” when a member of the lending institution needs it. If an item is recalled it is your responsibility to return it immediately.

Records retention

Periodically ILL may purge old records from ILLiad but will keep records for three years to comply with record keeping requirements of the copyright law and guidelines.

Initially created December 20, 1972. Reviewed by LibAdmin, August 10, 2004; approved by Library Administrative Council, August 19, 2004. Approved by LibAdmin/LAC, December 12, 2005. Approved by LAC, May 19, 2009. Approved by LAC, October 08, 2013. Reviewed August 6, 2018. Revised September 9, 2022.