



## **INTERLIBRARY LOAN**

A service that allows students, faculty and staff of Georgia State University to borrow books and obtain copies of articles 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 members, staff, and retired faculty with a library account in good standing. 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.

Contact the University Library Circulation Desk at 404-413-2820 for assistance if your record is blocked. Circulation staff will assist you in clearing your record.

### **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 \$50.00 to obtain, the library will not obtain the item unless the patron pays the difference in cost over \$50.00.

The borrower is responsible for any repair, replacement and processing charges should borrowed material be damaged or lost after the borrower has taken possession of it. This must be reported quickly by the borrower to the Interlibrary Loan unit at [libill@gsu.edu](mailto:libill@gsu.edu) or 404-413-2790. Prompt payment of charges assessed by the lender is expected.

### **What cannot be borrowed?**

Requests for articles available via the Library's online databases or within the general collection will not be processed.

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.

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

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, 2-3 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 a borrower's GSU email address (only a GSU address -- so please monitor your account). When a borrower provides a date after which the material is no longer needed, every effort is made to meet that deadline. ILL staff will notify a borrower if the deadline cannot be met.

### **Renewals**

Renewals may be requested and renewal status checked through ILLiad. 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.

### **Abuse of ILL privileges**

Failure to return ILL materials on time may result in suspension of library borrowing privileges for the patron.

### **Records retention**

Periodically ILL purges 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.*