

## Interlibrary Loan Borrowing Policy

Interlibrary Loan (ILL) supports the educational, research, and scholarly activities of currently employed or enrolled University of Mary students, faculty, and staff by obtaining research material not owned by the Welder Library. Nearly all media including print, digital books and periodicals are available by request through ILL.

### Eligibility and Creation of an ILL Account.

Current University of Mary students, faculty, and staff may borrow materials through ILL. To borrow materials via ILL, users must create an ILL account through ILLiad, the interlibrary loan system available on the Welder Library webpage. An active UMary ID number is required to create an account. View the ILL video tutorial on the Welder Library webpage, or call (701) 355-8070 for assistance with ILL.

### ILL Requests.

Patrons should first check the Welder Library catalog to determine whether desired materials are available in the library. Materials not available in Welder Library may be requested using the secure interlibrary loan system, ILLiad.

### Turnaround Time/Delivery Methods.

The average time required to obtain material through ILL varies from 2 to 11 business days. Turnaround time depends on many variables. If there is a problem locating material turnaround time may be longer than average.

Physical materials (ordinarily books) ordered via ILL may be picked up at the Welder Library Circulation Desk during library hours.

When materials arrive, a notification is sent via email. Electronic materials need not be returned. Please note that some libraries require that the physical materials they lend be used within the borrowing library only, and some do not allow photocopying. The chart below outlines how ILL requests are processed:

If request is...	...borrower will receive...	...within approximately
A book owned by Welder Library	An email notice with the location and call number cancelling your ILL request	2 business day
An article or chapter available in paper at Welder Library	An electronic copy of the article or chapter posted to your ILLiad account.	2 business days
Material available electronically to Welder Library affiliated users	An email with information explaining how to access the electronic material	2 business day*

If request is...	...borrower will receive...	...within approximately
The loan of a book, report, dissertation, or conference proceeding not owned by Welder Library	The book available for pick up at the Welder Library circulation desk	5-10 business days↓
Copies of an article, chapter, or paper not owned by Welder Library	An electronic copy of the article or chapter posted to your ILLiad account	2-7 business days

\*Document Delivery turnaround times may vary from the average during holidays and breaks.

↓Some exceptions may apply

### **Quantity of Requests.**

A user may submit as many requests as necessary. However, large numbers of requests from a single user may not all be handled at the same time.

### **Due Dates for Book Loans.**

The loan period for materials borrowed from other libraries is set by the lending library and is indicated on a slip attached to the inside of the borrowed items. In the interest of maintaining good working relationships with lending libraries, due dates must be honored. All borrowed items must be returned to the Circulation Desk of the Welder Library. Items not returned by their indicated due date will result in a blocked account and loss of ILL privileges until the item is returned.

In the event an item is lost or damaged, users are responsible for replacement and/or repair costs, including any associated processing fees and surcharges assessed by the lending library. Users of ILL services are expected to promptly pay any fines and/or replacement costs arising from their requests. Should an ILL item be lost or damaged, contact ILL at (701) 355-8227 immediately.

### **Renewals for Book Loans.**

Renewals are often possible. Place renewal requests online at least 3 days before an item is due. Online renewals cannot be placed on or after the due date. Users must then contact the ILL office at (701) 355-8227 in the event of overdue items.

To request a renewal online, login to your user Interlibrary Loan account. Under View click -> "Checked Out Items" link in the menu on the left side of the page. Click the Transaction Number in front of the item to renew. If the item is renewable, a red "Renewal Request" link will appear above the item information. Click the link to submit the renewal. ILL staff will update the new due date a few days later when the lending library approves the new due date, which will be reflected on the items record in the user ILL account information.

Renewals are available only on a 1 time basis. If renewals are not possible, users will be blocked from renewing the material online. If rejected, or the material is not renewable, users may resubmit a new request.

### **Penalties.**

Upon receipt of loans, material will be held for two weeks. ILL staff will notify users of overdue material. Failure to pick up ILL material on time will result in return of unused material to the lending library. Failure to return ILL material on time, or to respond to a recall notice in a timely manner, may result in the loss of ILL and/or library privileges, and may also incur charges to cover the cost of the material plus overdue and/or processing fees.

### **Copyright Compliance.**

The Interlibrary Loan office complies with the U.S. copyright law and reserves the right to refuse a copying order if, in the library staff's judgment, fulfillment of the order would involve violation of the copyright law.

### **Costs.**

The Welder Library absorbs the costs of most ILL transactions. In those rare cases when there would be a cost passed on to the requester, library staff will request user authorization in advance.

### **Practices & Guidelines.**

The conditions of this service are set by the *Interlibrary Loan Code* of the American Library Association, U.S. Copyright Law, and by the policies of the Welder Library.

### **Right to Privacy.**

The Interlibrary Loan department protects "each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted" as provided by the American Library Association *Code of Ethics*.