

Interlibrary Loan Policy

Interlibrary Loan (ILL) supports the educational, research, and scholarly activities of University of Mary students, faculty, and staff by obtaining research material not owned by the Welder Library. Nearly all media, including 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 interlibrary loan account in ILLIAD, the ILL program, on the Welder Library webpage.

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 or within the CDLN network may be requested using ILL.

Turnaround Time/Delivery Methods

The average time required to obtain material through ILL varies from 2 to 10 business days. Turnaround time depends on many variables, such as holidays and breaks. If there is a problem locating requested material, turnaround time may be longer than average.

University of Mary main campus students can pick up their requested material (books and media) at the Welder Library Circulation Desk during library hours. Non-main campus students will have their requested material mailed to them and are responsible for paying for return postage to Welder Library.

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 days
An article or chapter available in print at Welder Library	An electronic copy of the article or chapter will be posted to your ILL account.	2 business days
Material available electronically to Welder Library	An email with information explaining how to access the electronic material	2 business days

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

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 materials. Due dates must be honored in the interest of maintaining good working relationships with lending libraries. All borrowed materials must be returned to the Circulation Desk in Welder Library. Materials 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. If the acquired fees remained unpaid, a hold maybe placed on your University of Mary student account. Should an ILL item be lost or damaged, contact the ILL librarian at (701) 355-8070.

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 librarian at (701) 355-8070 regarding questions about overdue items.

Items can usually be renewed twice if allowed by the lending library. 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.

Electronically Received Articles

Access to electronically received articles automatically expire after 30 days. If a user needs access after 30 days, please submit a new article request.

Penalties

Upon receipt of loans, material will be held for one month at the Circulation Desk, or until the due date. 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

Welder Library complies with the U.S. copyright law and reserves the right to refuse a copying order if fulfillment of the order would involve violation of copyright law.

Costs

Welder Library absorbs the cost of most ILL transactions. In rare cases, library staff will request user authorization in advance when a cost must be passed on to the requester. ILL materials that require payment of a copyright clearance fee will be paid by Welder Library, unless otherwise directed by the Director of Library Services. Copyright clearance fees will be paid for ILL requests originating from faculty and graduate students only. Copyright clearance fees are not paid for undergraduate ILL requests. Those requests will be cancelled by the ILL librarian.

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

Welder Library 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*.