

## **Interlibrary Loan Service to the SDSU Community Policies and Procedures Books and Other Loans**

The staff of Hilton M. Briggs Library are pleased to obtain books and other circulating materials **not owned by Briggs Library** for the SDSU community.

### **Who May Use This Service:**

- All **current** SDSU faculty, staff and **currently enrolled** students.
- All former SDSU faculty who hold emeritus status at SDSU.

### **Submitting an Interlibrary Loan Request:**

- Interlibrary Loan requests are placed through the library's ILLiad service. You may create a new ILLiad account or login to ILLiad via the Web from the [Library Services page](#).

**Time:** Requests are processed as soon as possible, often within 24 hours, and the materials usually arrive within 10 working days. However, some will arrive sooner and some will take longer depending on where the items are being obtained. The NOT WANTED AFTER date information informs the interlibrary loan staff when to discontinue efforts to obtain the desired item. Please plan ahead...short NOT WANTED AFTER requirements will not speed processing time and may result in failure to obtain materials.

**Cost:** Most interlibrary loan requests are filled at no cost. There may be a fee if the item must be obtained from certain libraries or commercial sources. If the MAXIMUM COST on your request form is \$0, the request will be returned with a cost estimate if the material cannot be obtained free of charge. If you indicate that you are willing to pay up to a certain dollar amount, the material may be ordered from a fee-based service, and you will be billed for the amount. To use an SDSU account to pay for ILL fees, include an account number in the Notes area on your request form. The interlibrary loan staff always makes every attempt to obtain material at no cost, or (failing that) at the least cost.

**Delivery:** Books and other borrowed items must be picked up at the circulation counter in Briggs Library. Distance learners and distance faculty members will receive their loans by US mail or FedEx. ILLiad sends an automated message to your SDSU email account to notify you when your loans have arrived and how they will be delivered.

**Loan Periods and Renewals:** The lending library determines the availability of an item and the terms of the loan, i.e., the due date and whether it can be taken out of our library, etc. The lending library also determines whether the item is renewable and the new due date when renewed. Renewal requests should be made through your ILLiad account. The system will temporarily renew your material for 2 weeks. You must check your account every few days for an actual renewal date from the lending library.

**Fines:** Under policies set by the University Library Committee, all interlibrary loan users are subject to a \$1 per day fine, plus any additional fees assessed by the lending library, for each overdue interlibrary loan item. *All interlibrary loan users, including faculty, staff, and students, are subject to interlibrary loan fines.* After the due date, fines will accrue on all days including holidays and days when the library is closed. If your interlibrary loan is more than 30 days overdue, you may be charged for replacement cost.

**Returning Interlibrary Loan Materials:** All borrowed interlibrary loan material must be returned to the Circulation Desk in Briggs Library with the purple interlibrary loan slip attached. Delays caused by returns to other library locations, e.g., the book drop, may result in an overdue fine. Items may be returned by mail to: Interlibrary Loan, SDSU Library, Box 2115, Brookings, SD 57007-1098. However, they must arrive on or before the due date to avoid overdue fines.

**Limitations:** Usually students and faculty are afforded unlimited interlibrary loan service. However, because of time limitations and the expense of this service, local library resources should be fully utilized before requesting interlibrary loans. Numerous requests submitted by one person will be processed as time permits and additional time may be required to obtain all of the requested materials.

Interlibrary loan requests will not be processed for individuals with overdue library materials, unpaid library fines or unpaid library service fees.

Please make every attempt to ensure that Briggs Library does not own a desired item before you submit your interlibrary loan request. Contact a librarian (see below) for help in doing this if necessary. Materials owned by Briggs Library (whether checked out or not), materials on reserve, and textbooks will not be obtained via interlibrary loan. Usually it is impossible to obtain reference materials, entire volumes of periodicals, archival materials, and other non-circulating materials. Also, it is difficult to obtain some Ph.D. dissertations and some books published during the current year.