Interlibrary Loan Service to the SDSU Community
Policies and Procedures
Copies of Articles, Book Chapters, etc.

The library staff are pleased to obtain copies of articles from journals, magazines, and other sources 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 item. Please plan ahead...a short NOT WANTED AFTER date will not speed processing time and may result in failure to obtain materials.

Cost: Most interlibrary loan (ILL) 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 your form includes a dollar amount that you are willing to pay, material will be ordered and you will be billed up to the amount you agreed to pay. To use an SDSU account to pay for ILL fees, you should indicate that in the Notes area on your request form. Our staff always make every attempt to obtain material at no cost, or (failing that) at the least cost.

Delivery: Most articles are delivered as PDF files and posted to your ILLiad account. If it is not possible to scan and post the item to your ILLiad account, a paper copy of the article will be held for you to pick up at the Library Services Desk at Briggs Library. If your ILLiad account includes a campus mailing address, you may ask to have paper copies mailed to you. Distance learners and distance faculty members will receive their paper copies by US mail. ILLiad sends an automated message to your SDSU email account to notify you when your materials have arrived.

Limitations: Usually students and faculty have unlimited interlibrary loan service. However, because of time limitations and the expense of this service, you should exhaust our local library resources before requesting interlibrary loans. Ask for assistance at the Library Services Desk in the library. Numerous requests submitted by one person will be processed as time permits, and extra time may be required to obtain all of the requested materials.

Updated 8-Jul-13 by erf
Article copies are provided in accordance with copyright laws and interlibrary loan codes/agreements, and within staffing and workload constraints.

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

Materials owned by Briggs Library (whether in use or not) will not be requested through interlibrary loan. Use the Journals List linked to the Briggs Library homepage to ensure that Briggs Library does not own a given journal or magazine before you submit an interlibrary loan request. Copies of materials currently at the bindery may be requested through interlibrary loan only if more than 2 weeks before their scheduled return.