Purpose and Scope
The Interlibrary Loan Service (ILL) of Concordia University Library is provided for students, faculty, and staff to support the research and teaching needs of the University Community by offering students, faculty, and staff access to materials beyond the holdings and resources of Concordia University Library. Interlibrary loan is intended to broaden and enhance classroom offerings by providing students and faculty with ongoing supplemental material.

Program Specifics
What can be requested? Books and journal articles not available in the Concordia Library collection may be requested through interlibrary loan. Requests are limited to institutions within the United States.

Cost
Concordia University Library provides Interlibrary Loan Service at no cost to Concordia students, faculty, and staff. However, any charges imposed by the lending library will be passed along to the borrower.

Journal Printouts
Journal printouts will be requested as photocopies and students/faculty/staff may keep the copies of these materials for their on-going use.

How are ILL requests made?
Interlibrary loan requests may be made electronically through the University Library’s online site.

Using Concordia University Library’s online site - http://www.cui.edu/library - select WorldCat (a catalog of books, journal titles, or other library materials worldwide). Find your needed item and then follow these steps:

1. Click the title of the book you wish to request. Your screen should look something like this:

   ![WorldCat screenshot](image)

2. Click on the link that says "Borrow this item from another library (interlibrary loan)"
3. On the next screen, fill in the information requested. Fields marked with an asterisk (*) are required. When finished filling in the form, click Submit.

4. You should see a confirmation message with a large green checkmark ✓ that says "Your Resource Sharing request was sent successfully."

If you receive an error message instead of the confirmation message above, please contact the Library at librarian@cui.edu for assistance.

**Number of Items**

Students are limited to 6 requests per semester, and only 3 items may be checked out at one time.

**Notification**

Students/Faculty/staff will be notified of the arrival of materials by e-mail.

**Identification for Checkout**

Faculty and students need to bring their University Identification Card with them to check out interlibrary loan materials. Interlibrary loan materials will be kept at the Library Circulation Desk for checkout. Questions regarding interlibrary loan items may be directed to a Librarian at 818-214-3090 or x3090 on campus.

**Where to pick up and return ILL materials?**

Materials need to be picked up and returned to the circulation desk for on-campus and commuter students. Article requests will be emailed.

**Loan Restrictions**

Occasionally a lending library will require that an item be used in the library only, that it not be photocopied, or that no renewals be allowed. All lending library conditions will be observed.

**Non-Use Returns**

If a borrower does not pick-up an item within two weeks of notification, the item will be returned to the lending library.
Due Dates
Items will be checked out with the due date stipulated by the lending library. Normal loan periods are two to four weeks.

Return of Material
Interlibrary loan material must be returned to the Library Circulation Desk.

Renewals
Renewals may be requested up to 3 days prior to the due date. Staff will contact the lending library to request an extension. Renewals are at the discretion of the lending library.

Unfulfilled Requests/ Exorbitant Cost Items
If a requested item cannot be located or the price to bring an item to Concordia University is exorbitant, Library staff will notify the borrower of these findings.

Recalls
Recalls by the lending library may occur at any time for any reason. When this occurs, Concordia University Library Staff will immediately notify the borrower of this request. The borrower must then promptly return the item(s) to Concordia University Library so that Library Staff can return the material(s) to the lending institution.

Overdue Materials
Overdue ILL materials will be handled promptly. Library staff will immediately notify the borrower by e-mail and/or phone and ask that the item(s) be returned immediately. It is very important that Concordia University Library’s reputation in “interlibrary loan” circles be maintained so as not to jeopardize future borrowing privileges with other libraries. Concordia Library reserves the right to restrict interlibrary loan privileges for any borrower that continually keeps materials overdue.

Overdue Fines
Materials returned late will be assessed Concordia University Library overdue fines of $1 per day plus any additional fines charged by the lending institution.

Damage or Loss
All loss or damage fines or fees for interlibrary loan materials are the responsibility of the borrowers who have these materials in their care. Concordia University Library will notify the borrowers of the costs due to the lending library.

Copyright Restrictions
Concordia University Library will comply with all provisions of the U.S copyright law (Title 17, U.S Code) and its accompanying guidelines. The copyright law of the United States governs the making of photocopies. Photocopy or reproduction may not be used for any purpose other than private study, scholarship, or research. Concordia University Library reserves the right to refuse to accept copying orders if, in its judgment, fulfillment of the order would violate the U.S. copyright law.

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