

CONCORDIA UNIVERSITY LIBRARY INTERLIBRARY LOAN POLICY

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 to continually broaden their areas of expertise.

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

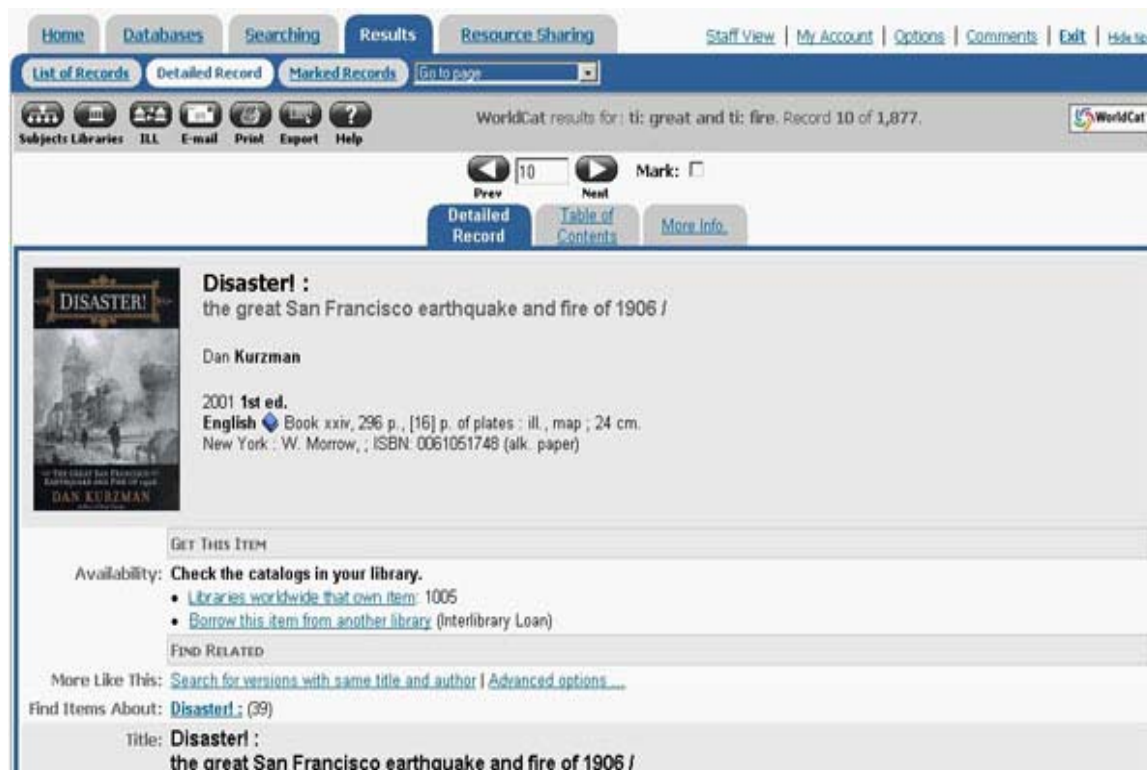
Journal printouts will be requested as photocopies and faculty/staff may keep the copies of these materials for their on-going use.

How are ILL requests made?

Interlibrary loan requests may be made electronically through the University Library's online site or submitted by paper form available at Concordia University Library.

Using Concordia University Library's online site - <http://www.cui.edu/library> - access the First Search Databases. Select WorldCat (a catalog of books, journal titles, or other library materials worldwide). Find your needed item and then follow these steps:

1. Click into the "detailed record" for the book you wish to request. Your screen should look something like this:



The screenshot shows the WorldCat interface for a detailed record. At the top, there are navigation tabs: Home, Databases, Searching, Results, and Resource Sharing. Below these are links for Staff View, My Account, Options, Comments, Exit, and Help. The main navigation bar includes List of Records, Detailed Record (selected), and Marked Records. A search bar shows 'WorldCat results for: ti: great and ti: fire. Record 10 of 1,877.' Below the search bar are buttons for Subjects, Libraries, ILL, E-mail, Print, Export, and Help. The record details for 'Disaster! : the great San Francisco earthquake and fire of 1906 / Dan Kurzman' are displayed. The author is Dan Kurzman, and it is the 2001 1st ed. in English. The record includes a book icon, a description of the book's physical characteristics (xxiv, 296 p., [16] p. of plates : ill., map ; 24 cm.), and the publisher information (New York : W. Morrow, ; ISBN: 0061051748 (alk. paper)). Below the record details are sections for 'GET THIS ITEM', 'Availability' (Check the catalogs in your library, Libraries worldwide that own item: 1005, Borrow this item from another library (Interlibrary Loan)), 'FIND RELATED', 'More Like This' (Search for versions with same title and author | Advanced options...), and 'Find Items About: Disaster! : (39)'. The title is repeated at the bottom: 'Disaster! : the great San Francisco earthquake and fire of 1906 /

2. Click on the link that says "Borrow this item from another library (interlibrary loan)" or on the "ILL" icon near the top of the screen:



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.

A screenshot of the FirstSearch Interlibrary Loan Request form. The page header includes the FirstSearch logo and "CONCORDIA UNIV, LIBR". The form title is "Interlibrary Loan Request". Below the title are instructions: "Fill in the request form and click on Submit.", "Labels for any required fields are *highlighted.", and "Please read the: WARNING CONCERNING COPYRIGHT RESTRICTIONS.". There are tabs for "Searching", "Results", and "Resource Sharing". A navigation bar shows "List of Records", "Detailed Record", "Marked Records", and "Saved Records". The current record information is: "Current database: WorldCat", "Title: More to be desired than gold : a collection of true stories /", and "Author: Wilson, J. Christy.". The form asks to "Please complete the following information to request an interlibrary loan:". The form fields are: "*First Name" (highlighted), "*Last Name" (highlighted), "*Telephone" (highlighted), "*Email" (highlighted), "*Patron ID", "*Date Needed" (with a YYYYMMDD format hint), and "Comments". There are "Submit", "Clear", and "Cancel" buttons at the bottom of the form. A "WARNING CONCERNING COPYRIGHT RESTRICTIONS" notice is at the bottom of the page.

4. You should see a confirmation message with a large green checkmark ✓ that says "Your ILL 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

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 interloan materials. Interloan materials will be kept at the Library Circulation Desk for checkout. Questions regarding interloan items will be directed to the Reference Librarian at x1501.

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. The library will email articles to distance education students.

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 as requested.

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 25 cents 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.