

## **ATHENS STATE UNIVERSITY LIBRARY INTERLIBRARY LOAN POLICY**

### **Introduction**

Interlibrary Loan (ILL) Services locates and provides access to materials not available at Athens State University Library. Because the borrowing, lending, and photocopying of materials is provided as a courtesy by lending libraries, the following guidelines must be observed.

### **Eligibility for Services**

ILL Services are available to faculty, staff, and currently enrolled students. Limited privileges are also provided to patrons with a current ASU Library user card. Community patrons are assessed a small fee in order to use ILL services. Contact Judy Stinnett if you have questions about eligibility.

### **How to Apply**

ILL request forms are available at the reference desk and electronically from the Library web page. The patron should verify that the material is not available at ASU by checking the online catalog and the periodical holdings.

Interlibrary loan requests may be made by submitting a paper or electronic form. Paper request forms should be turned in at the reference desk. ILL forms may be submitted electronically by selecting "Use Library Services" on the Library web page and providing the information specified on the form. Requests are limited to eight items per student per semester. It normally requires one to two weeks to receive materials from Alabama libraries. Some items arrive more quickly, while articles of 20 pages or less can often be faxed. Please notify the ILL office immediately if the material is no longer needed so that the request may be canceled. It may be to the patron's advantage to personally retrieve information from libraries within a 30 mile radius of ASU. The Athens State University Library has agreements with many area libraries: University of Alabama in Huntsville, Alabama A&M University, University of North Alabama, Oakwood College, Calhoun Community College, Wallace State Community College in Hanceville, Snead State Community College, Northeast Alabama Community College, NorthwestShoals Community College, and Faulkner University. The agreements allow ASU students to check out books from these libraries.

### **Notification**

When the requested items arrive, patrons will be notified by phone or email, as the patron indicates on the request form. Material should be picked up in the Library Reference office promptly after being notified. When checking on the status of an ILL request, please wait at least a week after the request is submitted before checking with the ILL office. Current ASU students who live beyond a thirty mile radius of Athens and do not have scheduled classes on the main campus in a semester are eligible to receive materials delivered by courier to an ASU University Center campus or by mail to residences (see "Special Services" section below).

### **Length and Conditions of Loans**

The lending library sets the loan period and the renewal policy. ASU abides by any policies, conditions, or restrictions as dictated by the lending institution. Most items may be used for a period of 14 to 28 days. Renewals are granted by the lending libraries only in exceptional cases. If the patron seeks renewal of an item, he/she should notify Athens State ILL personnel at least four days prior to the due date. The ILL office will contact the lending library to see if renewal is possible. The patron will be notified of results. Failure to return ILL material on time may result in suspension of ILL privileges.

### **Cost**

Universities in the state of Alabama have agreed to waive interlibrary loan shipping charges to students or faculty in the state. However, it may not be possible to receive an item requested from a library within the state of Alabama. Libraries outside the state typically charge for ILL services, and those charges are passed on to the patron. Users of ILL services are responsible for all fees, photocopy charges, and/or replacement fees resulting from their request, whether or not the items are picked up. Charges may be paid in cash or by check made payable to ASU Library (unless otherwise noted).

### **Overdue Fines**

ILL materials should be returned to the Athens State University Library Reference Desk on or before the due date. A fine of 25 cents per day per item will begin to accrue two days after the due date. The ASU Library will send notification once a book is overdue, but users are responsible for remaining aware of due dates and for paying any charges for overdue items.

### **Special Services for Distance Learning Students**

Currently enrolled Athens State students who live more than thirty (30) miles from Athens and do not have scheduled classes on the main campus during a semester can receive Library books or articles at their homes by mail, or at University Centers by courier delivery. The student is responsible for returning the items to the Library by the due date and for the cost of return postage. Students may request these materials using the electronic ILL form under "Use Library Services" on the Library web page. Indicate the mailing address in the "Additional Information" box on the Interlibrary Loan form. Materials borrowed from other libraries through ILL will be sent to the home address of these students by the Athens State Library.

### **Contact Information**

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