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, certain restrictions must be adhered to including copyright law.

Eligibility for Services
- ILL Services are available to faculty, staff, and currently enrolled students.
- Limited privileges are also provided to patrons with a current Athens State library user card.
- Community patrons are assessed a fee for the use of ILL services.

How To Apply
- Requests may be made for books and photocopies of articles.
- Before submitting a request, the patron should verify that the material is not available at Athens State by searching the catalog and databases on the library’s website.
- ILL request forms are available online and at the Reference desk.
  - ILL request forms may be submitted electronically by accessing the Library Use dropdown menu on the library’s homepage and providing the required information or by filling out and turning in a paper form at our Reference desk.
- A separate form is needed for each request, containing accurate and complete patron and bibliographic information.
- Normally it takes one to two weeks to receive print materials from Alabama libraries, while articles are generally emailed by the lending library and forwarded to our patron.
- Please notify the ILL office immediately if the material is no longer needed so that the request may be canceled.
- NOTE: It may be to the patron’s advantage to personally retrieve information from libraries within a 40-mile radius of Athens State.

Notification
- Patrons will be notified via e-mail or by phone when material arrives.
- Material should be picked up at the Reference desk promptly after being notified since the due date is already set by the lending library.
- 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.

For questions or further information, please email, ILL@athens.edu