Policy - Interlibrary Loan

University Library
GSU I-90
Organization Memorandum No. 90
5/09

Interlibrary Loan…

Is a service that allows students, faculty and staff of Georgia State University to borrow books and obtain photocopies of articles from other libraries in order to support their educational and research needs when materials are not available in Georgia State University collections.

Who is eligible?

Interlibrary loan (ILL) service is available to Georgia State University’s currently enrolled students, faculty members, and staff, with a library account in good standing. This service is not available to spouses or children of the above named groups, or to alumni. Those patrons are encouraged to contact their primary academic, public or corporate library regarding interlibrary loan service.

Contact the University Library Circulation Desk at 404-413-2820 for assistance if your record is blocked. Circulation staff will assist you in clearing your record. Is there a cost?

Generally there are no charges for material borrowed for research needs of Georgia State University students, staff and faculty. Costs are subsidized by the University Library, so we ask that you carefully consider the value to your research of the items you request.

In the event an item costs more than $50.00 to obtain, the library will not obtain the item unless the patron pays the difference in cost more than $50.00.

You are responsible for any repair, replacement and processing charges should borrowed material be damaged or lost after you have taken possession of it. This must be reported quickly by the patron to the University ILS (Inter-Library Services) office at libill@gsu.edu or 404-413-2790. Prompt payment of charges assessed by the lender is expected.

What cannot be borrowed?

Requests for articles available via the Library’s online databases or within the general collection will not be processed.

GSU course textbooks available through the GSU Bookstore will not be requested unless the bookstore’s supply is exhausted. Then ILS staff will attempt to locate a copy to borrow short-term but no renewals will be allowed. The University Library views the purchase of textbooks as part of the student’s expected cost of pursuing a degree in higher education.
Entire volumes or issues of journals are rarely lent; photocopies will be requested instead. Generally, the Library cannot obtain genealogical research material; computer software; maps; newspapers in the original; rare books; original manuscripts; archival material; recently published items and current best sellers; and reference or non-circulating materials.

Requests that violate copyright law will not be processed. Inter-Library Services must monitor compliance with copyright clearance requirements.

**Length of loans**

The lending library determines the length of the loan (on average, 2-3 weeks). Lenders may also place certain restrictions on usage, such as “IN LIBRARY USE ONLY” or “NO PHOTOCOPYING.” Any restriction will be honored.

**Notification**

ILL requests are processed in the order received. Notifications will be sent to a borrower’s GSU email address (only a GSU address -- so please monitor your account). When a borrower provides a date after which the material is no longer needed, every effort is made to meet that deadline. ILS staff will notify a borrower if the deadline cannot be met.

**Renewals**

Renewals may be requested and renewal status checked through ILLiad. Items marked “No Renewal” by the lender cannot be renewed.

**Recall of a loan**

All borrowed material is subject to “recall” when a member of the lending institution needs it. If an item is recalled it is your responsibility to return it immediately.

**Abuse of ILL privileges**

Failure to return ILL materials on time may result in suspension of library borrowing privileges for the patron.

**Records retention**

Periodically ILL purges old records from ILLiad but will keep records for three years to comply with record keeping requirements of the copyright law and guidelines.