Borrowing from other libraries, Interlibrary Loan (ILL)

If neither the Hinkle Library nor the libraries at Alfred University have an item, we can request it from other participating libraries. **We cannot order textbooks for ASC classes via interlibrary loan.**

Typically requested:
- Books, (other than class textbooks)
- Articles

**Generally NOT loaned by libraries:**
- periodical volumes
- books published within the last year
- reference materials
- books on tape/CD
- DVD
- Music CD recordings
- materials that are considered rare, fragile, or too valuable to lend
- texts or textbooks for Alfred State College courses
- print materials available only from foreign libraries

Who can request?
Students, faculty/staff, alumni, and retired faculty/staff of Alfred State College.

How to request an ILL.
Use the ILLiad request form. *(Set-up an account and use it indefinitely. Your account logs all of your requests and is the access point for electronically received articles).*

How long does it take?
- It might take just a few days, or it might take a week or two. The general practice is to allow a minimum of 14 days for the item to arrive.
- When requesting ILL’s, indicate on the form the latest date you can use the materials and if you will accept charges.

Borrowing period:
- Photocopies or faxes may be kept by the requestor.
- For books and non-print media the loan period and conditions are set by the lending library.
- You can request renewals from your ILLiad account.
- **No more than 10 interlibrary loan items can be checked out at one time.** Exceptions to this limit are at the discretion of the Interlibrary Loan Department.

Charges:
- If the only lending library that has the item you want charges to loan the item, you are responsible for paying the fee.
- You are financially responsible for the replacement or repair of materials lost or damaged during use.
- You are responsible for the replacement cost of lost or damaged materials as imposed by the lending library.
- Repeated violation of the Interlibrary Loan service may suspend or terminate your privilege to use the Interlibrary Loan service.

Copyright
Requests must conform to US Copyright Laws and Guidelines:
- **Rule of five:** Only five articles from a periodical title published in the last five years may be obtained in any calendar year or Royalty Charges will apply.
- No more than one article in an individual issue of a periodical may be obtained in any calendar year or Royalty Charges will apply.

More information:  Contact Jane Vavala by phone: 607-587-4313 or email: vavalaja@alfredstate.edu.

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