



Interlibrary Loan

What is an Interlibrary loan?

Interlibrary Loan (ILL) is a service used to provide books, journal articles, and other library materials not owned by Ohio Dominican University Library and not available via the OhioLINK.

Who can use the Interlibrary Loan service?

All current faculty, staff, and students (traditional and online) of Ohio Dominican University are eligible for borrowing privileges from ILL services. Community members, business associates, and alumni are kindly referred to their local public library, corporate library, or the State Library of Ohio for ILL services.

What is ILLiad?

ILLiad is an acronym for InterLibrary Loan internet accessible database. It is the electronic system to use to request an item through interlibrary loan. With ILLiad, ODU Library patrons are also able to monitor the status of their requests and access digitized articles. First-time users are required to set up an account in ILLiad before placing requests.

How do I access ILLiad?

To access ILLiad, go to the library home page (<http://www.ohiodominican.edu/library>) and click on **Interlibrary Loan**. Then click on the ILLiad link at the top of the page.

How do I use ILLiad?

To find out how to use ILLiad, access ILLiad from the library home page and follow the directions provided. If you wish more information with step-by-step instructions using screen shots and examples from ILLiad, you can also visit the library's online research tutorial, [Know How](#) (available at <http://www.ohiodominican.edu/library/help/knowhow/default.asp> - or from the library home page, click on **Research Help**, then select **Know How**). In Know How, click on **Finding Articles**, then from the left-side menu, choose **Obtaining Articles**.

What materials can be borrowed through Interlibrary Loan?

Copies of articles from journals that we don't already have in print or available electronically are the most commonly requested items. Books that are not available in OhioLINK may also be borrowed through interlibrary loan.

What materials can not be borrowed through Interlibrary Loan?

There are some items that usually cannot be borrowed through interlibrary loan. Typically these are non-circulating materials like reference books, reserve items, fragile books, or materials found in special collections. Dissertations may be difficult to obtain due to limited distribution, but significant excerpts are generally available free of charge through Dissertation Abstracts (ProQuest Dissertations & Theses), available at <http://www.ohiodominican.edu/library/articles/alpha>. Videos and DVDs may also be difficult to obtain as many libraries have policies against sending out audiovisual materials through ILL. It is against our policy to borrow textbooks.

Are there any extra charges?

The ODU Library is dedicated to providing the services of interlibrary loan free of any charges to the current students, faculty, and staff of the college. However, if ILL items are returned late, damaged, or not at all, patrons may be subjected to overdue or replacement charges upon notification.

For difficult to obtain or rush items that require a document delivery supplier, a charge of \$15 or more (depending on specific circumstances) may be applied to the patron's library record. Patrons will be contacted for permission before committing to the ILL request and the charges.

How long does it take for my materials to come?

Articles can take anywhere between 2 and 10 days, depending on whether or not there is a lending library available who can send the desired article electronically. **Books** usually take around 10 business days.

How do I know when my Interlibrary Loan item has arrived?

You will receive a message sent to your ODU email account.

Where do I pick up my articles?

In general, articles will be made available electronically on the ILLiad server, accessible when you log in to your account. In the event that an article cannot be scanned, it will be available for you to pick up from Circulation Services, on the top floor of Spangler.

How long can I keep loans?

The due date depends on the policies of the library that owns the item. The date will be clearly marked on the item.

What services do I get if I'm an eLearning student?

See our web page on eLearning - library resources and services, available online at <http://www.ohiodominican.edu/library/@yourlibrary/elearning/default.asp> .

Copyright Compliance

Ohio Dominican University Library adheres to the National Interlibrary Loan Code of the American Library Association. The Copyright Law of the U.S. and Related Laws Contained in Title 17 of the U.S. Code governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order, if in its judgment, fulfillment of the order would involve violation of copyright law.

Questions? Contact: Evelyn Burns, Electronic Services Librarian, 251-4637, burnse@ohiodominican.edu