Information on Interlibrary Loan

What is Interlibrary Loan?
Interlibrary Loan (ILL) is a service through which materials not owned by Holy Family University Library may be requested and obtained from other libraries.

Who may use Interlibrary Loan?
Holy Family University (HF) students, faculty, and staff are eligible to use this service. Alumni and courtesy borrowers are not eligible to use this service here at HF; they should contact the ILL service of their home institution or their local public library.

How long does it take?
ILL materials can take one to two weeks to arrive; however, the timing will vary. Requests should be made promptly, completely, and accurately. We suggest that you do not request ILL materials a few days before a major paper or assignment is due.

What kind of materials can ILL provide?
- **BOOKS** – Borrowed items are usually lent for 1 to 4 weeks, depending on the policy of the lending library. Materials are sometimes designated for use in the library only.
- **ARTICLES** – Copies of articles from journals and/or newspapers that are not available from the HF library collection are provided through ILL.
- **DISSERTATIONS / THESES** – We can attempt to request these materials, however they tend to have limited availability and many libraries do not lend them.
- **DVDs / CDs / VIDEOS** – Again, we will request these materials, however many library policies still do not allow lending them.

What material should **NOT** be requested on ILL?
- **Materials in our Library collection**: We cannot accept requests for materials that are owned by the HF library. This is in compliance with the National Interlibrary Loan Code and includes books which are on reserve, charged out to other users, or in non-circulating collections. However, books which are lost may be requested on ILL.
- **Classroom textbooks**: We cannot accept requests for materials to be used as classroom textbooks. These materials are often difficult to obtain for various reasons and the borrowing period will not cover usage for the whole semester.

What is the fee for this service?
There is a $1.00 service charge for each ILL book loan request. There is no charge for article copies since the majority are now delivered online. Please note that dissertations and theses, if available, may incur a higher fee. You will be notified of the fee before we proceed with the request. Overdue ILL books will incur a $.10 per day fine.

How will I know when the material I have requested is received?
You will be notified by telephone or email when your ILL material is received. Hard copy ILL materials are to be picked up in the library at the Circulation Desk. You may also check on the status of a pending ILL request by inquiry at the Interlibrary Loan Desk (see contact information below).

How do I request ILL materials?
- **Written requests** – Paper request forms are available at the ILL Desk and may be submitted in person or in the ILL inbox tray. The staff will gladly provide assistance and discuss the ILL service with you.
- **Online requests** – You may submit an online request form by accessing the following web page: [http://tinyurl.com/hfull](http://tinyurl.com/hfull).

Please note that you are responsible for verifying the citation of each item requested by using a research database, a standard bibliography, a catalogue, or an index. You may also include a copy of your citation with your ILL request. By providing an accurate citation you can avoid delays.

The Interlibrary Loan Desk is on the main floor of the library.
(Telephone: 267-341-3584 / email: interlibraryloan@holyfamily.edu)