

## Information on Interlibrary Loan

### What is Interlibrary Loan?

Interlibrary Loan (ILL) is a service through which materials not owned by the Holy Family University Libraries may be requested and obtained from other libraries. ILL is based on a reciprocal system of lending and borrowing of materials from other libraries all over the country.

### Who may use Interlibrary Loan?

Holy Family University (HF) students, faculty, and staff are eligible to use this service. Alumni & visiting patrons are NOT eligible to use this service at HF; they should contact the ILL service of their home institution or local public library.

### What material can be requested on ILL?

- BOOKS – Borrowed items are usually lent out for 2-6 weeks, depending on the policy of the lending library. Materials may be designated for “in library use” only and can be recalled by the lending library at any time.
- ARTICLES – Copies of articles that are not available from the HF library collection are provided through ILL.
- DISSERTATIONS / THESES – Check the ProQuest *Dissertations & Thesis* database first for any available online full text access. We can attempt to request these materials however, if not online, they tend to have limited availability since many libraries will not lend their limited print copy(ies).
- DVDs / CDs / VIDEOS (media) – Again, we will attempt to request these materials. However, since library policies for the lending of media can vary, it may take longer to receive these materials.

### 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 on reserve, charged out to other users, or in non-circulating collections. Books lost in our collection may be requested on ILL.
- **Classroom textbooks:** We cannot accept requests for materials to be used as classroom textbooks. These items are often difficult to obtain and the borrowing period will not cover usage for the whole semester.
- **eBooks:** EBooks not in our library collection cannot be requested through ILL since licensing for eBooks are specific to the purchasing library.

### How long does it take?

ILL book/media loans usually take 5-7 business days to arrive. Article copies usually arrive within 2-3 business days. Receipt times can vary, so ILL requests should be placed well in advance of the due date of a major paper / assignment.

### What is the fee for this service?

There is no charge for this service.

### How will I know when the material I have requested is received?

You will be notified by email or phone when your ILL material is received. Book/media loans are to be picked up at the library Circulation Desk of the designated campus. Article copies are usually sent by email. Your official HF email is preferred. You can check on the status of a pending ILL request by contacting the Interlibrary Loan Desk (see 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.
- Online requests – You may submit an online request form by accessing the following web page: <http://tinyurl.com/gtcwfq9> .
- In WorldCat Discovery, our online Library Catalog, where a “Request Item” button is displayed, you may click on the button to access an ILL request form. Complete the form and click “submit”.

The staff will gladly provide assistance with the ILL service. Please contact us if you have questions.

*Please note that you are responsible for verifying the citation of each item requested by using a research database, a standard bibliography, a catalog, or an index. You may also include a copy of the citation with your ILL request.*

**The Interlibrary Loan Desk is located on the main floor of the Philadelphia Campus Library.**  
(Telephone: 267-341-3584 / email: [interlibraryloan@holyfamily.edu](mailto:interlibraryloan@holyfamily.edu) )