

INTERLIBRARY LOAN POLICIES

What are interlibrary loans?

When you need library material that is not available in the Birmingham-Southern Library collection or is not accessible to you online, the Interlibrary Loan Office (ILL for short) will try to borrow the item or secure a copy from some other library that owns it. ILL gives you access to the collections of academic and public libraries throughout the United States.

Who may use the ILL service?

Birmingham-Southern faculty, retired faculty, students, and staff may use ILL.

Where is ILL located?

The Interlibrary Loan Office is located in the library office area directly behind the circulation desk. We encourage you to call (226-4748) when you have problems or questions on the status of a request, but you are also welcome to visit the office if you prefer. Office hours are 8:00-4:30 Monday-Friday.

How do I make a request?

Before submitting a request, make sure the item is no available at the BSC Library or available online. Check the BSC catalog, check Ejournal @ BSC on the library web page, or ask at the reference desk for help.

You can submit requests three ways:

1. Go to the BSC web page. Click on Library. The click on Request Forms. There is a separate form for books and periodicals.
2. Use the ILL feature on First Search or EBSCOhost. Ask at the Reference Desk for help.
3. Fill out a paper form available are the circulation desk. Please print or write legibly.

How long will it take?

The average time for books available in the state is 5 days. The average time for photocopied materials in the state is 1-3 days. If the book or article is only available out-of-state the average time is 10 days for books and 3-6 days for articles. Rare materials, incomplete citations and high demand items may take longer. PLEASE SUBMIT YOUR REQUESTS EARLY TO ALLOW SUFFICIENT TIME TO GET YOUR REQUESTS.

How will I know when my request is filled?

We will notify you through e-mail that your requested materials have arrived. For books ask for them at the Circulation Desk.

How much will it cost?

In general, the Library absorbs the cost of borrowing for you. In the event of an excessive charge, you may be asked to pay part of the cost. In such a situation, the ILL Office will contact you before ordering.

How long may I keep loaned books? May I renew loaned books?

The usual loan period for ILL materials is three weeks, but this can vary depending on the lending library. We only give ONE renewal. ILL books must be renewed TWO days prior to due date. ILL BOOKS CAN NOT BE RENEWED AT THE CIRCULATION DESK they must be renewed by ILL personnel. Either come by the ILL office Monday-Friday 8:00-4:30 or call for a renewal 226-4748. We only ask for a book ONCE with one renewal.

Are some materials difficult to get?

RARE AND VALUABLE MATERIALS: most libraries will not loan their special collections materials. Because of their physical condition, many old and rare items cannot even be photographed.

NEWSPAPERS: frequently, newspapers are in microform format and few libraries will loan reels of microfilm. If you have an exact citation, with specific pages, some libraries will copy pages for you.

RECENT PUBLICATIONS: many libraries will not loan new titles (current year) especially popular fiction.

VIDEOS, RECORDINGS: most libraries will not loan audio-visual materials such as videos, CDs, CD-ROMs and recordings.