

9 How Long Can the Materials Be Kept?

- ◆ Photocopies of journal articles and purchased dissertations and theses are yours to keep.
- ◆ The due date for books, borrowed dissertations and theses is determined by the lending library, not Wilmington University, and is usually between 2-4 weeks.
- ◆ Books, borrowed dissertations and theses can be returned to the Library in person, or by mail on or before the due date or you will be charged overdue fines of \$1.00 per day. **Users will be billed for lost materials.**

10 To Submit an ILL Request:

Students, faculty and staff may submit requests electronically from within a database or via the Library homepage.

<http://www.wilmu.edu/library/illrequest.html>

Print ILL forms are also available in the Library or Resource Room at each site.

Additionally: If you would like a copy of an article from a journal owned by the Wilmington University Library, please contact Milo Gibbons @ (302) 356-6874.

Tip: In a hurry? If the article or book you need is owned by a library in the Tri-State College Library Cooperative (TCLC), you can visit that library and use their resources on site (books, databases, journals, photocopiers, etc.). For a complete list of TCLC libraries, visit:

<http://www.tclclibs.org/members>

Please note: If you wish to borrow a book from a TCLC Library, we must provide you with a letter of introduction. Print and complete the form below to request your letter.

<http://www.wilmu.edu/library/requestfortclcleter.pdf>

More helpful QuickGuides are available from the Library website

www.wilmu.edu/library

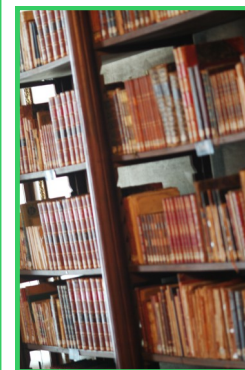
For further information, please call

1-800-451-5724



Robert C. & Dorothy M. Peoples Library

We Help You Learn



Interlibrary Loan Guide



www.wilmu.edu/library

1-800-451-5724

Interlibrary Loan Guide

1 What is Interlibrary Loan?

Interlibrary Loan (commonly referred to as ILL) is the process by which library materials (mainly books and journal articles) are made available by one library to another.

2 Who May Use It?

- ◆ Current faculty, staff, and students of Wilmington University with a University ID are eligible to use ILL.
- ◆ Alumni and community Library users are not eligible.
- ◆ 800-line users from the Georgetown site must check first to see if the desired material is available through the Betze Library located at the Delaware Technical & Community College Owens Campus.

3 How Long Does It Take?

- ◆ We are committed to processing ILL requests in a timely manner. If you order an article from a journal that our Library does not own or it is unavailable electronically, we will ask a library that does own the journal to send us a photocopy, which we will then forward to you electronically (if requested).
- ◆ Because we cannot control how quickly other libraries will respond to our request, it can take anywhere from 2 to 10 business days for your article or book to arrive. Please allow up to 2 weeks for books and dissertations to arrive.

- ◆ During high volume periods, requests may take longer, so allow ample time. If any unusual problems arise that delay your request, you will be contacted.

4 What Materials Are Available?

- ◆ Books (but not textbooks), photocopies of journal articles (within the restrictions of copyright law), and many dissertations and theses may be requested through ILL.
- ◆ Materials generally not available include items on reserve, textbooks, entire issues of journals, reference books and computer software.
- ◆ Media, such as video, DVD, CD, cannot be requested through ILL.

5 How Many Items Can Be Requested?

- ◆ You may request up to 25 items per semester. If your research requires more materials, please e-mail William Smith @ william.l.smith@wilmu.edu
- ◆ The Library will process up to 5 requests per individual per day depending on the volume of requests. Please plan accordingly.

6 Is There A Charge To Use ILL?

- ◆ Wilmington University makes every attempt to obtain materials free of charge and usually can. However, some libraries charge for books or articles requested through Interlibrary Loan.

- ◆ Please inform ILL staff if you are willing to pay for items for which there is a fee. Payment is expected upon receipt.
- ◆ Dissertations and other materials may have restrictions. Check with ILL staff on how to purchase dissertations direct from ProQuest UMI.

7 Arrival of ILL Materials

- ◆ When the material has arrived, you will be notified by phone, or email, if provided.
- ◆ Articles will be sent to you using your preferred delivery method (mail, fax or web delivery) or held at the Circulation Desk, if you prefer.
- ◆ You may check the Circulation Desk in person or by phone (302-356-6879) to see if an item is being held for you.

8 Electronic Delivery of Articles

- ◆ Most U.S. academic libraries make use of "Ariel", a software providing electronic delivery of ILL materials. The Wilmington University Library offers this service as well. Simply request "Web Delivery" when placing your ILL request.
- ◆ You must provide us with your email address in order to register. Contact the ILL office for more details. (Books and Dissertations cannot be supplied via the web.)

Ariel.