

STOCKTON UNIVERSITY



PROCEDURE

Interlibrary Loan Service

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: July 1, 1998, July 9, 1998; February 2, 2011; November 2, 2022

Index Cross-References:

Procedure File Number: 4137

Approved By: Dr. Harvey Kesselman, President

I. PROCEDURE:

1. Interlibrary Loan (ILL) service facilitates the loaning of library materials that are not held in the Library and that are needed for individual research or study. This service is available to currently enrolled students and current employees ("collectively, "Patrons").
2. Patrons may not request materials through the ILL service that are held in the Library unless that material is missing or lost.
3. Faculty may use ILL to obtain digital files (journal articles or book chapters) to be placed on reserve but not to obtain physical items for reserve.
4. There is no limit to the number of ILL requests an authorized patron may make.
5. Fulfillment of ILL requests for undergraduate students is limited to libraries that do not charge for the service. Maximum charge limits for graduate and undergraduate students are posted annually on the Library website. The Library pays such ILL charges and does not pass them on to the patron.
6. All ILL requests must be made through the ILLiad online system.
7. Requests for the following materials will not be accepted: large multi-volume titles, periodicals, books published in the current year, reference books, manuscript or archival materials, books in special collections whose loan would be restricted to in-library use, and fragile material that requires special handling. Requests for dissertations or theses are accepted only when circulating copies of those materials are available.
8. Received loans are kept at the Circulation Desk for patron pickup. Digital files are electronically delivered to the patron.
9. Loan periods for books are set by the lending library. Renewal requests must be made before the item becomes overdue, which the lending library may accept or

reject. Renewal requests are made through the ILLiad system, through email, or by calling the ILL office.

10. Patrons are responsible for inspecting borrowed ILL material for existing damage, such as missing pages, torn pages, highlighting or other marks, stains or spots on any part of the material at the time it is retrieved. Patrons should report items damaged upon receipt to Library staff before leaving the Library. Patrons will be responsible for material that is returned with unreported damage.
11. Patrons are responsible for returning borrowed ILL materials on time. If a loan becomes overdue by 7 days, a hold will be placed on the patron's record as well as on their Library and ILL accounts.
12. If a lending library should levy an overdue fine or a charge for a loan that is lost or damaged during the ILL process, these charges will be passed on to the patron. If a patron fails to pay ILL charges, a hold will be placed on the patron's Stockton record.

Review History:

	Date
Procedure Administrator	08/17/2022
Faculty Senate	05/16/2022
Deans	08/15/2022
AA Leadership	07/15/2022
Divisional Executive	08/19/2022
General Counsel	10/14/2022
Cabinet	11/02/2022
President	11/02/2022