



## **Interlibrary Loan Policy**

Books, journal articles, theses and other research materials not available from the University of Iowa Libraries can often be borrowed through Interlibrary Loan from other libraries. Periodical articles are supplied in scanned format and delivered electronically.

### **Eligibility**

University faculty, staff, and students are eligible to use Interlibrary Loan services. The Law Library (<http://www.law.uiowa.edu/library/ill.php>) has Interlibrary Loan service for the Law faculty, staff, and students.

### **Costs**

There is no direct charge to users for this service. Any charges are absorbed by the University Libraries.

### **Time Requirements**

Requests normally leave the University of Iowa Libraries within 1-2 working days. Requested materials for loan take an average of 7-10 days to arrive. Journal articles and book chapters usually arrive sooner, 3-7 days on average.

### **Length of loans**

Loan periods are set by the lending library and range from 2 to 6 weeks. The book band placed around the item will display the due date for that particular loan. Interlibrary Loan items are subject to recall from the lending library at any time.

### **Renewals**

Renewals may be requested if "NON-RENEWABLE" is not listed on the book band. Such requests can be made 10 days before and 10 days after the due date by logging into interlibrary loan/document delivery at <http://www.lib.uiowa.edu/services/illdd.html> and going to the "View/Checked Out Items" menu. If approved, an email notification with the new due date will be sent.

### **Limitations**

Some lending libraries may stipulate "for use in library only," "no photocopying," or "no renewals." These restrictions will be clearly marked on the book band and on the arrival notification email and must be adhered to. Some items that may not be available through interlibrary loan are bound journals, reference works, items in special or rare book collections, manuscript material, genealogy books, some dissertations, theses and audio-visual materials.

### **Registration**

Registration is required for all first-time users. If the Hardin Library for the Health Sciences provides you with most of your information needs and interlibrary loan/document delivery requests, please select Hardin Library (or HL8) as your Home Library. All others please select



## **For Your Information**

## UNIVERSITY OF IOWA LIBRARIES Interlibrary Loan/Document Delivery

Main Library (or NUI) as your Home Library. A Pick-Up Library will also need to be designated, which is where Interlibrary Loan materials will be available for check-out. Distance Education program enrollees must identify themselves upon registering, choosing the Distance Education Program as their status.

### **Submission of Requests**

Requests may be submitted by logging in with a HawkID and password at <http://www.lib.uiowa.edu/services/illdd.html>. For further information or to locate a HawkID, please see <https://login.uiowa.edu/uip/hawkid-lookup.page> or contact the ITS Help Desk at 319-384-4357 or the HCIS Help Desk at 319-335-6500.

### **Notification and pick-up of material**

Email notifications will be sent when materials arrive and materials will be held until the due date provided. If a branch library has been designated as a Pick-Up Library, materials will be automatically sent to a branch library and will take an additional 1-3 days to arrive. Those enrolled in a Distance Education program will have their materials mailed to the address provided at registration. Email notifications will also be sent when scanned materials are available for viewing. Access to these articles is available by logging in to Interlibrary Loan/Document Delivery at <http://www.lib.uiowa.edu/services/illdd.html> and going to the option to "View/Electronically Received Articles".

### **Return of material**

Interlibrary Loan materials must be returned directly to the appropriate Interlibrary Loan Office. Failure to return materials by the due date will result in the inability to check out materials at all UI Libraries until the overdue material(s) is returned.

### **Fines**

Information about fines for non-returned, damaged, recalled, or overdue materials can be located at <http://www.lib.uiowa.edu/ill/fines.html>.