



## CALIFORNIA STATE UNIVERSITY, STANISLAUS

UNIVERSITY LIBRARY

### Interlibrary Loan Policy

**Mission:** The Interlibrary Loan (ILL) Department supports the research and information needs of California State University Stanislaus students, faculty and staff by providing access to material not owned by our library or available through LINK+. Materials are borrowed through an international partnership of libraries. In turn, the ILL Department reciprocates by providing the same services to other participating libraries.

**Eligibility:** Those eligible for ILL services are currently registered Stanislaus State students and staff, and faculty. ILL requests should be submitted using the online forms at: <http://library.csustan.edu/ill>. A current Stanislaus State ID card is needed to use the online forms. Students enrolled at the Stanislaus State-Stockton campus should obtain an ID card at the Stockton Library Access Center.

#### **Types of Materials:**

- Materials that can be requested through ILL include books, articles, theses, dissertations, government documents, conference proceedings, reports, DVDs and videos that are not available through the LINK+.
- Materials that cannot be requested include textbooks required for a Stanislaus State class, music CDs, and entire issues of magazines or journals (most article requests will be filled with a photocopy of the article).

**Duration of Loans:** The lending library establishes the due date on material it loans. ILL is designed for short term use; the average loan period is several weeks from the date of receipt. Failure to return material on time may result in restriction or loss of ILL privileges.

**Renewals:** The lending library determines whether renewals are allowed. Renewal requests should be made a week prior to the due date specified on the item.

**Costs:** All costs for ILL services are absorbed by the library except fines for overdue materials (\$1 per day). Replacement costs may be charged for lost or damaged materials.

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