

Utah Tech University Library Internal Guidelines & Procedures

Interlibrary Loan (ILL)

1. Definition

- 1.1. Interlibrary loan is the process by which a library requests materials from, or supplies materials to another library, through mail or electronic delivery, and when the requested materials are not held by the requesting library.

2. Rules & Procedures

- 2.1. Patrons with a UT ID card entitling them to library privileges may use interlibrary loan services. (This includes all full and part time faculty, staff, and currently enrolled students.).
- 2.2. ILL requests are submitted by patrons through the automated interlibrary loan system (Tipasa). For assistance requesting material, patrons are referred to a librarian or other knowledgeable library staff that will assist them.
- 2.3. Faculty/staff/students of participating UALC libraries are encouraged to use the ILL services of their own institutions.
- 2.4. Community patrons and alumni do not have interlibrary loan privileges at UT, but are encouraged to use the interlibrary loan services of their local library.
- 2.5. Patrons must show a UT ID or appropriate library card before receiving interlibrary loan materials.
- 2.6. Interlibrary loan material will be entered into the students library account for tracking and accountability.
- 2.7. Patrons must provide an email address and/or phone number in the interlibrary loan system in order to be notified when the requested materials are received. If no email address/phone number is available, it is the patron's responsibility to check at the Circulation desk for arrival of the requested materials.
- 2.8. Patrons may pick up physical interlibrary loan materials at the Library Circulation desk. A link to requested articles will be delivered electronically to the patron's email account.
- 2.9. Interlibrary loan patrons are responsible for:
 - 2.9.1. returning items on time
 - 2.9.2. any fines accrued for overdue materials at \$1 per day up to a \$25 fine maximum

- 2.9.3. replacement and processing charges for lost or damaged items
- 2.9.4. the processing fee once the book goes into lost status, even if they find the book and return it at a later date.
- 2.10. If libraries outside of Utah charge a transaction fee, the charge may be passed on to the patron.
- 2.11. There is a 20 item limit per person within any given time.
- 2.12. Interlibrary loan services may be refused to anyone who abuses the privilege, e.g., books consistently returned late, damaged books, fees not paid, etc.

3. Charges for interlibrary loan materials

- 3.1. UT faculty/staff/students are not charged for interlibrary loan materials, unless a user fee is assessed by the lending institution, or the materials are not returned or returned damaged and are assessed replacement and processing fees by the lending institution.

Guideline Owner: Public Services Librarian
Guideline Steward: Public Services Librarian

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