

Interlibrary Loan Guidelines

Interlibrary Loan (ILL) is a service that provides access to library materials not owned by Florida A&M University (FAMU) Libraries.

WHO CAN USE THE ILL SERVICE?

ILL Services are provided to currently employed faculty/staff and currently enrolled students of Florida A & M University who are engaged in academic research. This service is also provided to State University System students who are enrolled in distance learning, off campus courses.

WHAT MATERIALS MAYBE BORROWED VIA ILL?

Books, tapes videos etc. that are available for circulation maybe borrowed through ILL, however the lending library has the right to restrict any or deny the circulation of any materials. Items usually not available for borrowing are books published before 1900, textbooks and items bound in unusual formats (such as loose-leaf binders).

HOW DO I MAKE AN ILL REQUEST?

- You may click [here](#) to complete an online request.
- Provide complete and accurate information on the Interlibrary Loan Request Form. Please print or type information on the form. **DO NOT USE ABBREVIATIONS.** The library will not be able to process requests, which are illegible or incomplete.
- Use one request per item.
- To ensure prompt processing of your request, please provide complete and accurate information on the request form.
- The borrower must check the FAMU Online catalog for ownership before submitting an ILL request. *We cannot request items which FAMU owns, unless the item is missing from our shelves.*

HOW MUCH DOES IT COST FOR ILL?

Every effort is made to obtain these materials free, however, this is not always possible. When the item cannot be obtained from a reciprocal library, then there is a charge. Please allow a minimum of \$10.00 in such cases.

WHAT IS THE COPYRIGHT RESTRICTION?

All requests for materials to be photocopied must include the applicable statement of conformance to either the U.S. Copyright Act of 1976 (CCL) or Copyright Guidelines (CCG).

HOW LONG DO REQUESTS TAKE?

A minimum of three (3) to five (5) working days should be allowed to receive requested materials. However, the library will make every effort to acquire materials in a shorter time frame if possible. The time involved in receiving materials depends on the completeness and accuracy of your request and the response of the lending library.

HOW WILL I BE NOTIFIED WHEN MATERIALS ARRIVE?

The Interlibrary Loan staff will notify individuals by telephone or email when requested materials arrive. You may also inquire about ILL requests by calling (850) 599-8159, or by visiting the Circulation Desk on the second floor in Coleman Library.

WHAT IS THE LOAN PERIOD FOR ILL?

The loan period for materials borrowed through ILL services is determined by the lending library. Most lending libraries allow three weeks for loans with a renewal option of ten days upon request. Renewals must be requested *at least five days* before the original date expires.

HOW ARE ILL MATERIALS RETURNED?

ALL ILL MATERIALS MUST BE RETURNED TO *the Circulation Desk in Coleman Library*. ILL MATERIALS ARE NOT TO BE RETURNED IN THE LIBRARY BOOK DROP.

WHAT ARE THE FINES AND BILLS ASSOCIATED WITH ILL?

The fine for overdue ILL materials is \$.25 per day. There is no grace period or maximum fine. All charges for lost or damaged materials will be billed to the PATRON.