

INTERLIBRARY LOAN INFORMATION SHEET

What is Interlibrary Services?

Interlibrary Services, or ILL, is a service that borrows books and acquires copies of articles from journals that Meriam Library doesn't own.

Who is eligible?

CSU, Chico faculty & staff, currently registered grad students & undergrad students

How long does it take?

Usually takes about one week. There are many variables, so you should allow at least two weeks to receive material. Items from out of state and/or with charges may require more time.

How much does it cost?

Interlibrary Services is able to get 95% of requested material for free. If material is not available for free, please indicate on the form if you are willing to pay a fixed fee. When there is a charge to acquire material, you pay \$5 per article and \$10 per book request. CSU, Chico pays the actual cost, which averages \$12 per article and \$15 per book.

What can I get through Interlibrary Services?

Any books or articles from journals that Meriam Library does not own and books or articles from journals owned by the Meriam Library which are checked out, missing, or at the bindery.

What is generally NOT available through Interlibrary Services?

-books, articles from journals, or other material in any format the Meriam Library owns (unless checked out, missing, or at the bindery), material that is on Reserve, textbooks for current classes, whole issues/volumes of journals, maps and atlases, software and CD-ROMs, rare, fragile, and special collection books, genealogy, or reference books.

How do I use Interlibrary Services?

- Go to <http://www.csuchico.edu/library/ill/index.html>. First time users will be prompted for registration information.
- Fill out the appropriate form for each item then press the submit button.
- You will be notified via your CSU, Chico e-mail account when your material is ready.
- Status of your request can be checked online by logging on to the Interlibrary Services system. Outstanding request status information appears on your main menu screen. Other viewing options are available on the left side of the screen.
- Unfilled requests will be returned to your CSU,Chico e-mail account with an explanation.

How do I get my articles?

Articles are delivered to your Interlibrary Services account. Logon then select *Electronically Received Articles* from the left-side menu, then select the **transaction #** to access the PDF article (Adobe Acrobat Reader 5.0 or greater is needed). The article may be viewed, printed, and/or saved. All articles are automatically deleted in 30 days.

Important Copyright Information

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Hints

- Always check the Library Catalog and/or Periodicals List to verify we do not own the material before submitting requests.
- Plan ahead! Identify the books and articles you need for your papers and projects as soon as possible so that you will have enough time to submit requests.
- Do not guess. See a reference librarian for assistance if you are unable to identify a periodical abbreviation. If a full, correct title is not available, use the abbreviation exactly as given.
- Give the most complete information you can for each item when filling out the forms. Use the forms' note box for additional information.