

Interlibrary Loan Borrowing Policies

On behalf of the students, faculty and staff of Bexley Seabury and Garrett-Evangelical Theological Seminaries, the United Library will gladly acquire items, which we do not own, from other libraries in order to serve the research needs of both communities.

Requesting Interlibrary Loans:

- Interlibrary Loan requests are made by filling out the form at the circulation desk, by submitting the request online, or by email (united.ill@garrett.edu).
- Request forms are available at the circulation desk of the United Library or on the library website (<http://library.garrett.edu/index.php/2014-07-11-16-26-55/ill>).
- Please have the citation information for the item available when filling out the forms at the circulation desk, and submit the forms to the circulation desk staff.
- If you are off campus, you may submit your ILL request with the bibliographic information of the item via email or by filling out the online request form.
- When the requested item is ready for pickup, the ILL staff will notify you via email. Make sure that you provide us with your current email address.

How Long Does It Take to Receive an Item?:

- As the Interlibrary Loan service relies on couriers and the US mail, the average turn-around time is 10 days.
- Please do not wait until a paper deadline to make Interlibrary Loan requests.

How Long Will I Keep the Item Once It Arrives?:

- Loan periods vary and are stipulated by the lending library. On average, most books are available for approximately 2-4 weeks.
- Lending libraries also specify whether an item may be taken out of the library overnight, or must be used within the library.

Eligibility:

- Current faculty, students, and staff at Garrett-Evangelical and Bexley Seabury Theological Seminaries are eligible to use the Interlibrary Loan service.
- Anyone having overdue Interlibrary Loan materials or a blocked record is not eligible until the record is cleared.
- Alumni, Northwestern students, members of the general public, and guests who are students at other schools are encouraged to explore the Interlibrary Loan services of their home academic libraries or local public libraries.

Fees:

- If there is a fee for an overdue or lost item from the lending library, the patron is solely responsible for paying.

Materials Eligible for Request:

- Items that the United Library does not own
- An exception is made if a library-owned item is checked out by another patron.

Materials Ineligible for Request:

- Items owned by the United Library (if a library-owned item is checked out by another patron, an exception is made.)
- Reference materials
- Materials from Special Collections and Archives
- Entire periodical issues or volumes
- Textbooks or items currently on reserve for a class
- Other materials that lending libraries decline to lend based on their policy

Renewing ILL Items:

- If the item is still needed after the due date, a renewal may be requested via email.
- Once the renewal request from the patron is received, the ILL staff submits the renewal request to the lending library. Most libraries allow one more renewal, but others (e.g., the University of Chicago library) do not.
- Once the ILL staff receives a response from the lending library, you'll be contacted with a new due date.
- The request should be made before the book is due and not sooner than five days before the due date.
- Second renewals are not possible.

Returning ILL Items:

- All the ILL items should be returned to the circulation desk or to the Interlibrary Loan staff on or before the due date.
- Failure to return a book by its due date may result in the restriction of interlibrary loan privileges.
- Please do not drop ILL items in the book drop outside. Make sure if the library is open when you plan to come to the library to return ILL items. It is a good idea to hand ILL items over to the staff on duty directly.

Hours:

- Monday through Friday 8:30 am – 4:30 pm
- Requests may be made other times, but will not be processed except during the hours listed above.

Contact Information:

- Mary-Carol Riehs, Circulation, Interlibrary Loan, and Public Services Librarian
- Phone: 847-866-3868
- Email: united.ill@garrett.edu
- Office: Circulation Desk, Reference Room of The United Library