

Interlibrary Loan Procedures

Interlibrary Loan (ILL) Services locates and provides access to materials not available at Athens State University Library. Because the borrowing, lending, and photocopying of materials is provided as a courtesy, certain restrictions must be adhered to including copyright law.

Eligibility for Services

- ILL Services are available to faculty, staff, and currently enrolled students.
- Limited privileges are also provided to patrons with a current Athens State library user card.
- Community patrons are assessed a fee for the use of ILL services.

How To Apply

- Requests may be made for books and photocopies of articles.
- Before submitting a request, the patron should verify that the material is not available at Athens State by searching **the catalog and databases** on the library's website.
- ILL request forms are available online and at the Reference desk.
 - ILL request forms may be submitted electronically by accessing the **Library Use** dropdown menu on the library's homepage and providing the required information or by filling out and turning in a paper form at our Reference desk.
- A separate form is needed for each request, containing accurate and complete patron and bibliographic information.
- Normally it takes one to two weeks to receive print materials from Alabama libraries, while articles are generally emailed by the lending library and forwarded to our patron.
- Please notify the ILL office immediately if the material is no longer needed so that the request may be canceled.
- NOTE: It may be to the patron's advantage to personally retrieve information from libraries within a 40-mile radius of Athens State.

Notification

- Patrons will be notified via e-mail or by phone when material arrives.
- Material should be picked up at the Reference desk promptly after being notified since the due date is already set by the lending library.
- When checking on the status of an ILL request, please wait at least a week after the request is submitted before checking with the ILL office.

For questions or further information, please email, ILL@athens.edu